



People Processing Information, Inc.

Employment Application

We consider applicants for all positions without regards to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE TYPE OR PRINT CLEARLY)

Position Applied For		Date of Application		
How Did You Learn About Us?				
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk- In	<input type="checkbox"/> Relative	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Other -----			
Last Name	First Name	Middle Name		
Address	City	State	County	Zip
Telephone Number (s)/Cell Number		Social Security Number		

If you are under 18 Years of age, can you provide required Proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you currently employed? Yes No

May we contact you present employer? Yes No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, misdemeanors, firearms or explosives violations, And all other offenses) Yes No

If yes, please explain _____

Education

	Elementary School					High School				Undergraduate College/University				Graduate Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities.																	
Describe any honors you have received.																	
State any additional information you feel may be helpful to us in considering your application.																	

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, company, title, and telephone number of three references that are/were your supervisors or manager. (Include Name, Company, Title, and day-time phone number.)

1.
2.
3.

Have you ever had any job-related training in the United States military?

Yes No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying or need reasonable accommodations?

Yes No

If Yes, please describe _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. When completing the duties performed please do not refer to "see resume."

1. Employer		Dates Employed		Duties Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Your Job Title	Supervisor			
Reason for Leaving				
2. Employer		Dates Employed		Duties Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Your Job Title	Supervisor			
Reason for Leaving				
3. Employer		Dates Employed		Duties Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Your Job Title	Supervisor			
Reason for Leaving				
4. Employer		Dates Employed		Duties Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Your Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

May your supervisors be contacted? Yes No

If no, indicate which employers are not to be contacted by employer number _____

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time,

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____
Hourly Rate/ _____

Job Title _____ Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES _____

