



P.O. Box 509 / 2610 State Hwy. 31W  
Athens, Texas 75751  
Phone: 903- 675-3240 Fax: 903-675-7837

### APPLICATION FOR EMPLOYMENT

### *AN EQUAL OPPORTUNITY EMPLOYER*

*(PLEASE PRINT)*

Date of Application \_\_\_\_\_ Social Security # \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Salary Desired \_\_\_\_\_

Name \_\_\_\_\_ Tel.# \_\_\_\_\_

                    Last                      First                      Middle

Address \_\_\_\_\_

                    Number                      Street                      City                      State                      Zip

If employed and you are under 18, can you furnish a work permit? \_\_\_\_ Yes \_\_\_\_ No

Have you filed an application here before? \_\_\_\_ Yes \_\_\_\_ No

                    If yes, give date \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_ Yes \_\_\_\_ No

                    If yes, give date \_\_\_\_\_

Are you employed now? \_\_\_\_ Yes \_\_\_\_ No

May we contact your 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 \_\_\_\_ Temporary

Have you been convicted of a felony within the **last 7 years**? \_\_\_\_ Yes \_\_\_\_ No

*(Conviction will not necessarily disqualify applicant from employment.)*

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Education:                      Courses Studied                      Years Completed:

Elementary \_\_\_\_\_

High School \_\_\_\_\_

College/University \_\_\_\_\_

Graduate/Professional \_\_\_\_\_

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities:

---

---

Honors Received: State any additional information you feel may be helpful to us in considering your application. \_\_\_\_\_

---

---

Give name, address, and telephone number of three references who are not related to you and are not previous employers:

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_
2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_
3. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Employment Experience

Start your present or last job. Include military service assignments and volunteer activities. You may exclude organization names, which would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status:

1. \_\_\_\_\_  
Employer \_\_\_\_\_ From/To \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_  
\_\_\_\_\_  
Job Title \_\_\_\_\_ Work Performed \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
2. \_\_\_\_\_  
Employer \_\_\_\_\_ From/To \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_  
\_\_\_\_\_  
Job Title \_\_\_\_\_ Work Performed \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
3. \_\_\_\_\_  
Employer \_\_\_\_\_ From/To \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_  
\_\_\_\_\_  
Job Title \_\_\_\_\_ Work Performed \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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

**Special Skills and Qualifications:** Summarize special skills and qualifications acquired from employment experience, or education:

---

---

---

