



CLEARPOINT ENGINEERS

APPLICATION FOR EMPLOYMENT

Date _____

Name _____
Last First Middle Maiden

Present Address _____
Number Street City State Zip

How long _____ Social Security No. ____ - ____ - ____

Telephone _____ If under 18, please list age _____

Position applying for _____ Desired salary _____

Days/hours available to work _____ How many hours can you work weekly? _____

No Pref ____ Mon ____ Are you willing to travel? Yes ____ No ____

Tues ____ Wed ____ Employment desired:

Thurs ____ Fri ____ ____ Full-Time ____ Part-Time

Sat ____ Sun ____ Date available to start work _____

EDUCATION

TYPE OF SCHOOL	SCHOOL NAME	COMPLETE ADDRESS	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime? ____ No ____ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to convictions(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation _____

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Do you have a valid drivers license? ___ Yes ___ No

Do you have reliable transportation? ___ Yes ___ No

Driver's license number _____ State of issue ___ Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How many? _____

SKILLS

Typing Yes ___ No ___ WPM _____ 10-key Yes ___ No ___

Computer applications _____

Other skills _____

REFERENCES

Please list two references other than relatives and previous employers

Name _____ Name _____

Address _____ Address _____

Telephone () _____ Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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MILITARY

Have you ever been in the Armed Forces? Yes ___ No ___
Are you now a member of the National Guard? Yes ___ No ___
Specialty _____ Date Entered _____ Discharged Date _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer _____
Address _____ City _____ State ___ Zip _____
Phone Number _____ Dates of employment: From _____ To _____
Job title _____ Pay or salary: Start _____ Final _____
Name of supervisor and their title _____
Reason for leaving (be specific) _____
List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked at this company _____

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Name of supervisor and their title _____

Reason for leaving (be specific) _____

List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked at this company _____

May we contact your present employer? Yes ___ No ___

If no, please explain _____

Signature _____ Date _____