



APPLICATION FOR EMPLOYMENT

2208 E. Enterprise Parkway, Twinsburg, Ohio 44087

Applicant: Thank you for your interest in our organization. Your application will be considered regardless of race, creed, sex, religion, age, sexual orientation, national origin or physical limitations. To enable us to properly evaluate this application, please answer all questions carefully and as completely as possible.

Personal Data

Last Name:		First	Middle Initial
Social Sec. No.	Date of Birth	Phone Area Code	Daytime Phone No.
Address			
City		State	Zip

Job Information

Position Applied For	Shift Preference	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Salary/Wage Desired	Other Interests	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary

General Information

U.S. Citizen: Yes No

If not citizen, indicate type of visa: _____ Alien Registration No. _____

Are you under the age of 16? Yes No

If hired, can you furnish proof of age and employability? Yes No

Previously employed here? Yes No If so, for which specific periods (dates) _____

Which Department? _____ Supervisor: _____

What prompted you to apply to us?

- Advertisement Sign Other: _____
 Employee Referral Heard of us _____
 Internet Posting (which?)

School Name	City/State	Years Completed	Did you graduate?	Degree
High School				
College				
Graduate				
Other Special Training				

References: List people, not relatives or former employers, who have personal knowledge or your experience and capability:

Name/Occupation Address Phone No. Relationship

Experience

Please provide information covering your complete employment experience, including time spent in military service, if any. Be accurate and account for all of your time. Use the comments area at the end of this section on Experience to account for any gaps in your employment.

Name and Address of Company

From		To		Starting Salary	Last Salary	Name of Supervisor
Mo.	Yr.	Mo.	Yr.			

In detail, describe the work you did:

() Phone No.

Reason for leaving

Name and Address of Company

From		To		Starting Salary	Last Salary	Name of Supervisor
Mo.	Yr.	Mo.	Yr.			

In detail, describe the work you did:

() Phone No.

Reason for leaving

Name and Address of Company

From		To		Starting Salary	Last Salary	Name of Supervisor
Mo.	Yr.	Mo.	Yr.			

In detail, describe the work you did:

() Phone No.

Reason for leaving

Name and Address of Company

From		To		Starting Salary	Last Salary	Name of Supervisor
Mo.	Yr.	Mo.	Yr.			

In detail, describe the work you did:

() Phone No.

Reason for leaving

Comments on your work experience: _____

If there is (are) any employer(s) listed above you do not wish us to contact, please indicate:

What types of computers/operating systems/software are you familiar with? Check all that apply:

- | | | | | |
|--------------------------------------|---------------------------------------|------------------------------------|---|--|
| <input type="checkbox"/> Windows 95 | <input type="checkbox"/> UNIX | <input type="checkbox"/> TCP/IP | <input type="checkbox"/> Unix Shell Scripts | <input type="checkbox"/> Netscape Navigator |
| <input type="checkbox"/> Windows 3.1 | <input type="checkbox"/> Linux | <input type="checkbox"/> HTTP | <input type="checkbox"/> Netscape CGI | <input type="checkbox"/> MS Office |
| <input type="checkbox"/> Windows NT | <input type="checkbox"/> IRIX | <input type="checkbox"/> HTTPS | <input type="checkbox"/> Netscape Server | <input type="checkbox"/> MS Word |
| <input type="checkbox"/> OS | <input type="checkbox"/> Visual Basic | <input type="checkbox"/> NNTP | <input type="checkbox"/> Lotus Notes | <input type="checkbox"/> MS Excel |
| <input type="checkbox"/> Macintosh | <input type="checkbox"/> Perl | <input type="checkbox"/> Sendmail | <input type="checkbox"/> Internet Explorer | <input type="checkbox"/> MS PowerPoint |
| <input type="checkbox"/> HP-UX | <input type="checkbox"/> C | <input type="checkbox"/> POP 3 | <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> MS Access |
| | <input type="checkbox"/> RAS | <input type="checkbox"/> Notes API | <input type="checkbox"/> CorelDraw | <input type="checkbox"/> Traverse Accounting |

Please give any other information on your experience or abilities which you believe would assist us in evaluating your qualifications:

Please read this over carefully and sign your application below:

The answers to the questions contained in this application are true and complete. I understand that any incorrect or misleading information is cause for rejection of this application or dismissal from a job if I have been employed. I grant permission to the employer (or their agent) to investigate my references and I

authorize my references to provide any information to the company (or their agent) which they deem appropriate.

In consideration for my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the company or myself.

Signature

Date