

**BELVILLE ABC # 132  
EMPLOYEE INFORMATION**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
First Middle Last

**Address:** \_\_\_\_\_  
Mailing City/State/zip

**P.O. Box:** \_\_\_\_\_  
(If available)

**Phone #:** \_\_\_\_\_ **S.S. #:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_ **Sex:** M / F **Marital Status:** S / M / D / W

**NAME OF SPOUSE:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date Hired** \_\_\_\_\_

**Date Terminated:** \_\_\_\_\_

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur  
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? \_\_\_\_\_

OFFICE ONLY

Typing  Yes  No \_\_\_\_\_ WPM  
10-key  Yes  No \_\_\_\_\_ WPM  
Word Processing  Yes  No \_\_\_\_\_ WPM  
Personal Computer  Yes  No \_\_\_\_\_ PC \_\_\_\_\_ Mac  
Other Skills \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
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.

Large empty rectangular box for providing additional information.

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**APPLICATION FOR EMPLOYMENT**

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 \_\_\_\_\_ Discharge 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 Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			

Reason for leaving (be specific)

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

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May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did? \_\_\_\_\_



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**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**  
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I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Belville ABC creates an actual or implied contract of employment. I understand that, if I accept employment with Belville ABC, it will be on an at-will basis. This means that either Belville ABC or I have the right to terminate the employment at any time for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Belville ABC. I release Belville ABC and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Belville ABC to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Belville ABC and its employees from all liability arising from such investigation.

Signature of  
applicant \_\_\_\_\_

Date \_\_\_\_\_

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Belville ABC is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Belville ABC depends solely on your qualifications.  
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