



JOB APPLICATION

Please print clearly and mail to PO Box 361 Reading PA 19607

General Information

Name _____

Date _____

Date of Birth _____

Street Address _____

Phone # _____

Cell # _____

Work Information

Position Applying for: _____

Will also do: _____

Desired amount of Hours a week _____

Desired amount of Days a week _____

If Applicant is chosen, what is the desired start date? _____

Desired Wage? _____

Desired Benefits? _____

Is there a future job position you would like to work/train for? _____

SPECIAL SKILLS AND QUALIFICATIONS: List job-related licenses, skills, training, honors, awards, and special accomplishments

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 _____

Past Experience

1. Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ to: _____

Duties: _____

Reason for leaving: _____

2. Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ to: _____

Duties: _____

Reason for leaving: _____

REFERENCES: (EXCLUDE RELATIVES AND FORMER EMPLOYERS)

Name/Title	Occupation	Phone#
1. _____	_____	_____
2. _____	_____	_____

College/Trade School Information

Name	Address	Major/Degrees
1. _____	_____	_____
2. _____	_____	_____

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. _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

DATE _____ SIGNATURE _____