



NEW EMPLOYEE INFORMATION SHEET

Employee Data:

Employee: _____ S.S.N. _____
Last First Middle

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ How long at address? _____

Prior Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ How long at prior address? _____

Email: _____

Are you over 18 years of age? Yes or No (please circle) Sex: M or F (please circle)

Have you worked for this company before? Yes or No (please circle)

Names of friends or relatives who presently work for this company:

Who should we contact in case of an emergency?

Name: _____ Home Phone: _____

Work Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

How is this person related to you? _____

Position Desired:

Position: _____ Date you can start: _____

Are you employed now? Yes or No (please circle)

If so, may we contact your current employer? Yes or No (please circle)

Educational Background and Employment History:

List the last 3 schools you attended, beginning with most recent:

Name & Address # of years completed Graduate? Majors/Degree

1. _____
2. _____
3. _____

List your last 3 employers, beginning with the most recent:

Company Address Phone# Supervisor

1. _____
2. _____
3. _____

General:

List any foreign language you speak and circle your level of familiarity:

_____ speak some speak fluently read write
_____ speak some speak fluently read write
_____ speak some speak fluently read write

Security:

Have you ever been bonded? Yes or No (please circle)

Please Explain: _____

Have you ever been convicted of a felony within the last 5 years?

Yes or No (please circle)

If yes, explain: _____

Military:

Have you served in the military? Yes or No (please circle)

Which Branch? _____

Served from: ____/____/____ to ____/____/____

Do you have any military commitment, including National Guard, that would influence your work schedule?

Yes or No (please circle)

Are you a Vietnam Veteran? Yes or No (please circle)

Are you a disabled Veteran? Yes or No (please circle)

Authorization:

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if unemployed, falsified statements on this application shall be grounds for dismissal.

Employee Signature: _____ Date: _____