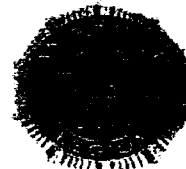


American Legion Post #5
2921 West 12th
 Emporia, Kansas 66801



Employment Application

An Equal Opportunity Employer

Date of Application:

Name: First _____	Middle _____	Last _____	Position(s) Applied For	Are You Able to Meet the Position Attendance Requirements?
			1) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
			2) _____	

Present Address _____ **City / State** _____

Telephone No. (s) Where You Can Be Contacted _____	Are You 21 Years of Age Or Older? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are You Willing to Work	Are You Willing to Work	Prefer
Mornings _____ Afternoons _____ Evenings _____	Saturdays _____ Sundays _____	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

I have previously been employed the Amer. Legion? <input type="checkbox"/> NO <input type="checkbox"/> YES - Dates: _____	Minimum Earnings Desired \$ _____ Per _____	Date Available for Employment _____
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Are you legally eligible for employment in the United States? Yes No

EDUCATION

Check Your Last Year of Schooling

Grade School	High School	Vo-Tech / College
<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

High School _____	Location _____
Vo-Tech/College _____	Location _____ Course/Degree _____
Apprenticeship _____	Years Completed _____ Company _____
Other Education, Training and Skills _____	

EMPLOYMENT HISTORY

**Starting with your most recent employer, provide the following information.*

1) Company Name	From: Mo. Yr.	To: Mo. Yr.	Wage	Name of Supervisor
City & State	Job Title	Reason for Leaving		
2) Company Name	From: Mo. Yr.	To: Mo. Yr.	Wage	Name of Supervisor
City & State	Job Title	Reason for Leaving		
3) Company Name	From: Mo. Yr.	To: Mo. Yr.	Wage	Name of Supervisor
City & State	Job Title	Reason for Leaving		
4) Company Name	From: Mo. Yr.	To: Mo. Yr.	Wage	Name of Supervisor
City & State	Job Title	Reason for Leaving		
5) Company Name	From: Mo. Yr.	To: Mo. Yr.	Wage	Name of Supervisor
City & State	Job Title	Reason for Leaving		

REFERENCES

Two personal references and two employment references

Name	Address	Occupation	Phone	Length of acquaintance
1)				
2)				
3)				
4)				

EXPERIENCE

I HAVE EXPERIENCE IN THE FOLLOWING AREAS:

- | | | | |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> Air Conditioning & Heating | <input type="checkbox"/> Cook | <input type="checkbox"/> Receptionist | <input type="checkbox"/> Gen. Accounting |
| <input type="checkbox"/> Heating | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Accts. Payable |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Busser | <input type="checkbox"/> Typewriter ___ wpm | <input type="checkbox"/> Accts. Receivable |
| <input type="checkbox"/> Mechanics | <input type="checkbox"/> Bartender | <input type="checkbox"/> Calculator | <u>Computer Skills</u> |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Waiter | <input type="checkbox"/> Copying Machine | <input type="checkbox"/> MS Office |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Waitress | <input type="checkbox"/> Personal Computer | <input type="checkbox"/> MS Excel |
| <input type="checkbox"/> Custodial | | | <input type="checkbox"/> MS Word |
| | | | <input type="checkbox"/> Quickbooks |
| <input type="checkbox"/> Other _____ | | | <input type="checkbox"/> Internet |

MILITARY

Voluntary Information

Branch of U.S. Service _____ Highest Rank _____

GENERAL

HAVE YOU EVER PLED "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A CRIME? (If yes, explain)

NO YES _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? (If yes, explain)

NO YES _____

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge, information and believe and understand, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous, & current, employment and any pertinent information they may have, personal or otherwise, and release the Company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing, unless it is in writing and signed by an authorized Company representative."

It is hereby agreed between the undersigned, applicant for employment, and the American Legion, that if I am hired as an employee, I retain the right to terminate my employment at any time and that the American Legion retains the right to terminate my employment, at will, at any time. All new employees are required to take a drug/alcohol test after a job has been conditionally offered.

SIGNATURE: _____

DATE: _____

DO NOT WRITE BELOW THIS LINE

Interviewer's signature _____

DATE: _____

Remarks: _____

