

AT-WILL APPLICATION FOR EMPLOYMENT

(An equal opportunity employer)

PERSONAL INFORMATION

Name				Date:
Last	First	Middle	Social Security Number:	
Address				
Street	City	State	Zip Code	
Phone No.	Are you 18 years or older?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you either a U.S. citizen or an alien authorized to work in the United States?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

EMPLOYMENT DESIRED

Position	Date you can start?	Salary desired
Are you employed now?		
If so, may we inquire of your present employer?		
Ever applied to this company before?	Where?	When?
Referred by:		

EDUCATION

Name and Location of school	Number of Years attended	Did you graduate?	Subjects studied
High School			
College or trade/business school			

GENERAL

Subject of special study or research work?

Special skills?

Activities (Civic, athletic, etc)?

Do not include organizations which indicate the race, religion, sex, age, marital status or nation of origin of its members.

Military service?	Rank?	Active?	Discharge date?
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Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age

CONTINUED ON OTHER SIDE

MCDOWELL COUNTY COMMISSION ON AGING, INC.

725 Stewart Street
Welch, West Virginia 24801
(304) 436-6588
Fax (304) 436-2006

DATE: _____

TO: _____
(Previous employer name & address) _____

RE: _____
(Applicant name & address) _____

Permission Statement: *I hereby give my permission for you to respond to this request for a reference check on me as your previous employee.*

Signature

We would appreciate your honest appraisal of this individual. Please feel free to give us your comments, whether on this form or a separate sheet of paper. A stamped self-addressed envelop is provided for your convenience. Thank you for your prompt attention to this request.

Under what circumstances have you known our applicant? _____

Please rate the following characteristics:	Excellent	Good	Fair	Poor
Ability to get along with others	_____	_____	_____	_____
Character	_____	_____	_____	_____
Dependability	_____	_____	_____	_____
Honesty	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Motivation	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____
Willingness to work	_____	_____	_____	_____

Is the applicant eligible for re-hire to your facility? _____

Additional comments: _____

Signature Date

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