

LEE COUNTY

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

DATE / /

| Employment Desired | | | |
|---|--------------------|--------------------------------------|---|
| Position | Date You Can Start | Salary Desired | Type of Employment Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> |
| Are you employed Now? YES <input type="checkbox"/> NO <input type="checkbox"/> | | If so, may we contact your employer? | |
| Have you ever applied to this company before? YES <input type="checkbox"/> NO <input type="checkbox"/> | | Where? | When? |

| Personal Information | | |
|---|-----------------------|-------------|
| Last Name | First Name | Middle Name |
| Address (Number, Street, City, State, ZIP Code) | | |
| Social Security Number | Home Telephone Number | Referred By |

| Education | | | |
|--|------------------------|-------------------|--------|
| High School Attended and Location | No. of Years Completed | Did You Graduate? | |
| College Attended and Location | No. of Years Completed | Did You Graduate? | Degree |
| Trade, Business or Correspondence School Attended and Location | No. of Years Completed | Did You Graduate? | |

| General |
|--|
| Special Courses or Training |
| Experience/Skills Related to the Position for Which You Are Applying |

| Office/Secretarial Applications | | | |
|--|---------------------|------------------|---------------|
| Skill/Appitude | Years of Experience | Words Per Minute | Software Used |
| Typing | | | |
| Shorthand | | | |
| Word Processing | | | |
| List secretarial training courses completed and any other training which may be helpful in considering your application. | | | |

Employment History (List Present or Most Recent Positions First)

Name of Employer _____ Address (Number, Street, City, State, ZIP Code) _____

Phone _____ Type of Business _____ Department _____ Your Position _____

Duties _____

Name and Position of Immediate Supervisor _____

Date Employed (Day, Month, Year) _____ Date Left (Day, Month, Year) _____ Starting Salary _____ Final Salary _____

Reason for Leaving _____

Name of Employer _____ Address (Number, Street, City, State, ZIP Code) _____

Phone _____ Type of Business _____ Department _____ Your Position _____

Duties _____

Name and Position of Immediate Supervisor _____

Date Employed (Day, Month, Year) _____ Date Left (Day, Month, Year) _____ Starting Salary _____ Final Salary _____

Reason for Leaving _____

Name of Employer _____ Address (Number, Street, City, State, ZIP Code) _____

Phone _____ Type of Business _____ Department _____ Your Position _____

Duties _____

Name and Position of Immediate Supervisor _____

Date Employed (Day, Month, Year) _____ Date Left (Day, Month, Year) _____ Starting Salary _____ Final Salary _____

Reason for Leaving _____

Experience/Skills related to the Position for Which You Are Applying _____

Other Experience

In this section, list any job experience not listed above that most directly relates to the job for which you are now applying.

Name of Employer _____ Address (Number, Street, City, State, ZIP Code) _____

Phone _____ Type of Business _____ Department _____ Your Position _____

Duties _____

Name and Position of Immediate Supervisor _____

Date Employed (Day, Month, Year) _____ Date Left (Day, Month, Year) _____ Starting Salary _____ Final Salary _____

Reason for Leaving _____

I certify that the information provided is true and correct _____ Signature _____