

S.I.P.O.D.[®]

An Equal Employment Opportunity Employer EMPLOYMENT APPLICATION

PERSONAL INFORMATION			
LAST NAME, FIRST & MIDDLE INITIAL			SOCIAL SECURITY NUMBER
STREET ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

QUALIFICATION
<p>ARE YOU A U.S. CITIZEN OR AN ALIEN LEGALLY ENTITLED TO WORK IN THE POSITION (S) FOR WHICH YOU HAVE APPLIED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>FEDERAL LAW REQUIRES APPLICANTS TO PRESENT CERTAIN DOCUMENTATION TO VERIFY THEIR IDENTITY AND UNITED STATES STATUS, OR, IF ANY ALIEN, THEIR LEGAL AUTHORIZATION TO WORK IN THE U.S.</p>
<p>Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, date of birth: _____</p>
<p>HAVE YOU EVER BEEN CONVICTED OF A CRIME OR VIOLATION OTHER THAN A MINOR TRAFFIC INFRACTION? <input type="checkbox"/> YES <input type="checkbox"/> NO (A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATIONS, AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION AND REHABILITATION WILL BE TAKEN INTO ACCOUNT)</p> <p>IF YES, PLEASE EXPLAIN: _____ Yes <input type="checkbox"/> No</p>

DESIRED EMPLOYMENT		
POSITION	DATE AVAILABLE TO START	SALARY DESIRED
ARE YOU CURRENTLY EMPLOYED?	IF EMPLOYED, MAY WE INQUIRE OF YOUR CURRENT EMPLOYER?	
HAVE YOU APPLIED AT NECS BEFORE?	IF SO, WHERE AND WHEN?	

EDUCATION			
HIGH SCHOOL	NAME & LOCATION OF SCHOOL		
	YEARS ATTENDED (DIPLOMA/DEGREE)	DATE GRADUATED	GRADE COMPLETED
UNIVERSITY/COLLEGE UNDERGRADUATE	NAME & LOCATION OF SCHOOL		
	YEARS ATTENDED (DIPLOMA/DEGREE)	DATE GRADUATED	GRADE COMPLETED
UNIVERSITY/COLLEGE GRADUATE	NAME & LOCATION OF SCHOOL		
	YEARS ATTENDED (DIPLOMA/DEGREE)	DATE GRADUATED	GRADE COMPLETED
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL	NAME & LOCATION OF SCHOOL		
	YEARS ATTENDED (DIPLOMA/DEGREE)	DATE GRADUATED	GRADE COMPLETED

EMPLOYMENT HISTORY

EMPLOYER	JOB TITLE
ADDRESS	JOB DUTIES
TELEPHONE	SALARY
HIRE DATE	TERMINATION DATE
REASON FOR LEAVING	

EMPLOYER	JOB TITLE
ADDRESS	JOB DUTIES
TELEPHONE	SALARY
HIRE DATE	TERMINATION DATE
REASON FOR LEAVING	

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ADDRESS	JOB DUTIES
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EMPLOYER	JOB TITLE
ADDRESS	JOB DUTIES
TELEPHONE	SALARY
HIRE DATE	TERMINATION DATE
REASON FOR LEAVING	

PERSONAL REFERENCES

NAME	OCCUPATION
ADDRESS	RELATIONSHIP
TELEPHONE NO.	YEARS KNOWN

NAME	OCCUPATION
ADDRESS	RELATIONSHIP
TELEPHONE NO.	YEARS KNOWN

NAME	OCCUPATION
ADDRESS	RELATIONSHIP
TELEPHONE NO.	YEARS KNOWN

NAME	OCCUPATION
ADDRESS	RELATIONSHIP
TELEPHONE NO.	YEARS KNOWN

ADDITIONAL AREAS OF EXPERTISE

AREAS OF SPECIALIZED STUDY, RESEARCH OR ADDITIONAL EXPERIENCE		
LIST THE FOREIGN LANGUAGES YOU SPEAK FLUENTLY	READ	WRITE

MILITARY SERVICE

HAVE YOU EVER SERVED IN THE U.S. MILITARY SERVICE?	IF SO, LIST YEARS OF SERVICE AND RANK UPON DISCHARGE
ARE YOU PRESENTLY IN THE NATIONAL GUARD OR RESERVES?	

COMMENTS

SIGNATURE

DATE

FOR INTERNAL USE ONLY

INTERVIEWER

DATE

COMMENTS

INTERVIEWER

DATE

COMMENTS

INTERVIEWER

DATE

COMMENTS