

APPLICATION FOR EMPLOYMENT

Worcester Area Intergroup (AA)

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 Office Employee	Type of Employment hours Offered: <i>Please check any box you are available for</i>			
Date You Can Start	<input type="checkbox"/> Monday	10 AM - 2 PM	<input type="checkbox"/> Tuesday	2 PM - 8 PM
Salary Desired	<input type="checkbox"/> Tuesday	10 AM - 2 PM	<input type="checkbox"/> Wednesday	2 PM - 8 PM
	<input type="checkbox"/> Wednesday	10 AM - 2 PM	<input type="checkbox"/> Thursday	2 PM - 8 PM
	<input type="checkbox"/> Thursday	10 AM - 2 PM	<input type="checkbox"/> Friday	10 AM - 2 PM
	<input type="checkbox"/> Friday	10 AM - 2 PM	<input type="checkbox"/> Saturday	9 AM - 2 PM

Are you employed now? YES NO If so may we contact your present employer? YES NO
Have you ever applied to this company before? YES NO 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	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College Attended and Location	No. of Years Completed	Did you graduate	Degree
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade, Business or Correspondence School Attended and Location	No. of Years Completed	Did you graduate	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

General

Special Courses or Training _____

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

Office/Secretarial Applications

Skill/Aptitude	Years of Experience	Words Per Minute	Software Used (in Word Processing)
Computer Skills			
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)		
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Phone	Type of Business	Department	Your Position
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Duties

Name and Position of Immediate Supervisor

Date Employed (Day, Month, Year)	Date Left (Day, Month, Year)	Starting Salary	Final Salary
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Reason for Leaving

Name of Employer	Address (Number, Street, City, State, Zip Code)		
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Phone	Type of Business	Department	Your Position
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Duties

Name and Position of Immediate Supervisor

Date Employed (Day, Month, Year)	Date Left (Day, Month, Year)	Starting Salary	Final Salary
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Reason for Leaving

Name of Employer	Address (Number, Street, City, State, Zip Code)		
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Phone	Type of Business	Department	Your Position
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Duties

Name and Position of Immediate Supervisor

Date Employed (Day, Month, Year)	Date Left (Day, Month, Year)	Starting Salary	Final Salary
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Reason for Leaving

State any additional information you feel may be helpful to us in considering your application.

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)		
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Phone	Type of Business	Department	Your Position
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Duties

Name and Position of Immediate Supervisor

Date Employed (Day, Month, Year)	Date Left (Day, Month, Year)	Starting Salary	Final Salary
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Reason for Leaving

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