



bell engineering
lexington • hopkinsville • somerset

**APPLICATION FOR
 EMPLOYMENT**

Reply to:

2480 Fortune Drive, Suite 350, Lexington, KY 40509

(Please Letter Plainly)

PERSONAL INFORMATION

Date of Application _____

| | | | | | |
|------------------------------------|--------|------------------|-------|----------------|--|
| Last Name | | First Name | | Middle Initial | |
| Address: Number | Street | City | State | Zip Code | |
| Social Security No. | | Telephone No(s). | | email address | |
| In case of emergency, notify _____ | | | | | |
| Phone _____ | | | | | |
| Address _____ | | | | | |

| | | | | | |
|--|-----------------|------------------------------|-------------------|--|--|
| Position Applied For _____ | | Monthly Salary Desired _____ | | | |
| Permanent _____ | Part-time _____ | Temporary _____ | Referred by _____ | | |
| Name of Spouse _____ | | Spouse's Employer _____ | | | |
| Address of Spouse's Employer _____ | | | | | |
| Phone _____ | | | | | |
| If hired, on what date will you be available to start work? _____ | | | | | |
| If hired, do you have any situation that would limit your working away from the office for extended periods (one or two weeks)? _____ Yes _____ No If yes, describe _____ | | | | | |
| _____ | | | | | |
| _____ | | | | | |
| If hired, do you have a reliable means of transportation? _____ Yes _____ No | | | | | |

EDUCATIONAL BACKGROUND

| Type of School | Name and Address | No. of Years _____ | Graduated _____ | |
|-------------------|------------------|--------------------|-----------------|----------|
| | | | Yes _____ | No _____ |
| Grammar or Grade | | | | |
| High School | | | | |
| College | | | | |
| Post Graduate | | | | |
| Business or Trade | | | | |
| Other | | | | |

PRIOR WORK EXPERIENCE (Give most recent employer first)

| Employer | <u>Dates Employed</u> | | Work Performed |
|--------------------|---------------------------|-------|----------------|
| | From | To | |
| Address | | | |
| Telephone No.(s) | <u>Hourly Rate/Salary</u> | | |
| email address | Starting | Final | |
| Job Title | Supervisor | | |
| Reason for Leaving | | | |
| | | | |

Prior Work Experience – Continued

| | | | |
|--------------------|---------------------------|-------|----------------|
| Employer | <u>Dates Employed</u> | | Work Performed |
| | From | To | |
| Address | | | |
| Telephone No.(s) | <u>Hourly Rate/Salary</u> | | |
| email address | Starting | Final | |
| Job Title | Supervisor | | |
| Reason for Leaving | | | |

| | | | |
|--------------------|---------------------------|-------|----------------|
| Employer | <u>Dates Employed</u> | | Work Performed |
| | From | To | |
| Address | | | |
| Telephone No.(s) | <u>Hourly Rate/Salary</u> | | |
| email address | Starting | Final | |
| Job Title | Supervisor | | |
| Reason for Leaving | | | |

May we contact the employers listed on previous pages? _____ If not, indicate which one(s) you do not wish us to contact. _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience:

REFERENCES (Other than relatives or past employers)

| | Name | Address | Occupation | Phone |
|----|-------------|----------------|-------------------|--------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

Signature of Applicant _____

DO NOT WRITE BELOW THIS LINE

Date _____ Interviewer _____

Result of Interview _____

Salary Discussed _____ Hours _____ Increases _____

Special Conditions _____
