



UNIVERSAL COURIER

Deliveries For All

Employment Application		Application Date:
Full Name:		Social Security Number
Home Phone:	Work Phone:	Email Address:
Address:		
City:	State:	Zip Code:

Position Applying For:		Wage Desired:
Date you can start:	Do you seek full or part time employment?	
If you have worked for this company before, please indicate when.	Are you over 21 years old?	Presently Employed?
Presently on leave or layoff?	Have you ever been discharged?	Are you eligible to work in the U.S.A.?
Have you ever been discharged from your work?	How many work days have you missed in the past year:	How did you learn about us?
Do you have any relatives working for us? If yes, please give us their name and relationship.		
Do you have any limitations on your ability to perform the duties of the job for which you are applying? If yes, please state the condition and limitations:		
Are you able to lift 50 lbs without assistance?	Have you ever been convicted of a felony? If yes, please state the date and type of offense:	
Have you ever served in the military? If yes, provide the branch and date.		
In case of Emergency Notify:	Address	City State Zip Code Phone

List School, College or Technical Training	Years Completed*	Last Year Attended*	Degree or Certificate

Vehicle Information (Driver Positions Only)				
Vehicle Make	Model	Year	Mileage	Name of your auto insurance company

List Your Employment History, Beginning With Your Present or Most Recent Employer					
Company:				Phone:	
City State:			Supervisor's Name / Title:		
Position:		Duties:			
Date started:	Date of leaving	Ending pay:	Reason for leaving:		
Company:				Phone:	
City State:			Supervisor's Name / Title:		
Position:		Duties:			
Date started:	Date of leaving	Ending pay:	Reason for leaving:		
Company:				Phone:	
City State:			Supervisor's Name / Title:		
Position:		Duties:			
Date started:	Date of leaving	Ending pay:	Reason for leaving:		
If there is an extensive length of time between your last job and today, please state the reason:					

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Date: _____ Signature: _____

* The civil rights act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Some states prohibit discrimination because of age. The age discrimination in employment act of 1967 prohibits discrimination on the bases of age with respect to individuals who are at least 40 but less than 70 years of age. If this state prohibits the request of any information on this form, this information will not be used to discriminate against possible employment.

Office Use Only - Do Not Write Below This Line					
Interviewed by:		Interview Date:	Approved By:		
Hired	Dept	Position	Reporting Date	Salary / Wages	General Manager:
Notes:					