

NFO, INC.
APPLICATION FOR EMPLOYMENT

GENERAL:

Name _____ Date _____

(First)

(Middle)

(Last)

If you have ever been employed under a different name please indicate: _____

Address: _____ County _____

(Street Box/Route)

(City)

(State)

(Zip)

Social Security No. _____ Telephone No. _____

(Area Code)

Have you ever been convicted of a felony? _____ If yes, explain fully: _____

Can you after employment submit verification of your legal right to work in the United States _____

EDUCATION:

Circle highest year completed: Grade School High School College Degree Earned
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 BS BA MA PHD

High School (Name and Address): _____

from _____ to _____ Graduated? _____

College/University (Name and Address): _____

from _____ to _____ Degree _____

College/University (Name and Address): _____

from _____ to _____ Degree _____

College Major _____ College Minor _____

Other Schooling (technical/military/etc.) _____

Summarize special skills and qualifications acquired from employment of other experiences, list any correspondence courses, seminars, workshops, training sessions, etc.: _____

MILITARY EXPERIENCE:

Were you in the U.S. Armed Forces? _____ If yes, what branch? _____

Dates of duty: From: _____ to _____ Rank at discharge _____

JOB INTEREST:

Position desired _____ Wage or salary desired: \$ _____ per: Hr Wk Mo

(circle one)

In what department (if known) _____ Interested in: ___ Full time work ___ Part time work ___ Either

Other positions for which you are qualified _____

Have you ever made application to this organization before? _____ When? _____ Where? _____

Were you ever employed by NFO before? _____ If yes, when? _____ Where? _____

Who referred you to apply for a position with NFO? _____

Geographic preference _____ Are you willing to relocate? _____

Are you willing to travel if the job requires it? _____ Are you willing to work Saturdays if required? _____

Are you presently employed? _____ If yes, may we inquire of your present employer? _____

Reason for wanting to change jobs? _____

If you are applying for an office position, please check those you have had experience in:

____ Typing (wpm _____) ____ Filing ____ Bookkeeping ____ Keypunch Machine
____ Shorthand (wpm _____) ____ Calculators ____ Dictaphone ____ Telephone
____ Data Entry Terminal ____ Copy Machines ____ Other (specify): _____

EMPLOYMENT HISTORY:

Please list all employment starting with present or most recent employer. Use additional sheet if necessary.

Employer	Dates		Describe major duties:
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Department	\$	\$	
Reason for leaving	per	per	
Employer	Dates		Describe major duties:
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Department	\$	\$	
Reason for leaving	per	per	
Employer	Dates		Describe major duties:
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Department	\$	\$	
Reason for leaving	per	per	

REFERENCES (not related to you)

Name	Occupation	City/State	Phone No.

PRE-EMPLOYMENT STATEMENT:

This application for employment shall be considered active for a period of time not to exceed 45 days. Applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document. The Employer, in considering my application for employment, may verify the information set forth on this application and obtain additional background information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to supply any information concerning my background to NFO, Inc.

I certify that the above statements are true and correct to the best of my knowledge, and that fraudulent misrepresentation will be accepted as a basis for termination or refusal of employment. I understand that a routine inquiry may be made during consideration of my employment which will provide applicable information concerning character, general reputation, personal characteristics, educational background, work experience.

If I qualify and am accepted, I will accept the training, suggestions, directives, objectives, goals and procedures to carry out the policies of the Department in which I am employed and to deliver all records, books, papers and other property that may be in my possession at the termination of my employment to the nearest NFO office.

Applicant's Signature _____