



## Shipping and Receiving Clerk Job Application

<i>Job Application Form</i>			
Company Name			
Position Applied For			
Last Name		First Name	Middle Initial
Other Name Used	Home Phone ( )	Business Phone ( )	Cell Phone ( )
Address		Referred By	
Position Applying For		Salary Desired	
Have you ever interviewed with the company before? <b>(Circle YES or NO)</b> Yes No		If yes, list date(s), job title(s) and location(s)	
Are you presently employed? <b>(Circle YES or NO)</b> Yes No		If yes, list date(s), job title(s) and location(s)	
Do you have any relatives employed by the company? <b>(Circle YES or NO)</b> Yes No		If yes, list date(s), job title(s) and location(s)	
Are you at least 16 years old? <b>(Circle YES or NO)</b> Yes No		If you are under 18, do you have a work permit? <b>(Circle YES or NO)</b> Yes No	
Would you be available for: <b>(Circle YES or NO)</b>			
Shift Work? Yes No			
Weekends? Yes No			
On Call? Yes No			

### EDUCATION

Circle Highest Grade Completed:	High School 9 10 11 12 College 1 2 3 4 Graduate School _____
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School	Address	Major Studies	Degree, Diploma, License, Certificate
High School			
College			
Vocational/Business			
Professional Designations			
Special Skills			

***FOR CLERICAL APPLICANTS ONLY:***

Do You Type? Check YES or NO
YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, How many Words Per Minute?:
Computer Skills (Hardware/Software)

**Employment History**

*List all the jobs you have held during the past 10 years, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.*

Employed From: //	Employer Name	Supervisor Name	Starting Salary
Employer Address		Supervisor Phone	Ending Salary
Job Title		Reason For Leaving	
Duties & Responsibilities			

Employed From: //	Employer Name	Supervisor Name	Starting Salary
Employer Address		Supervisor Phone	Ending Salary
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Duties & Responsibilities
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