APPLICATION FOR NONAPPROPRIATED EMPLOYMENT

(An Equal Employment Opportunity Employer)

Human Resources Office
88 SPTG/SVH
4185 Logistics Ave
Wright-Patterson AFB OH 45433-5738
Phone: 257-4173
Fax: 656-1398

GENERAL INFORMATION

Position Applied For: _____

Name: _____
(Last, First and Middle Initial)

Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Home Phone: _____

Social Security Number: _____

Birth Date: _____
Year Month Day

EDUCATION

High School Graduate: Yes _____ No _____
If No Highest Grade Achieved: _____

College: Name _____
Location: _____
Dates Attended: _____
Credits Completed: _____
Type of Degree: _____ Date: _____
Major Field: _____

Vocational Schools: (Name and Location)

_____

_____

PREFERENCES

Do You Claim Preference as: Military Spouse:_____
Transitional Preference_____
Veterans Preference:_____

Are You Available to Work:

35-40 Hrs/Wk	Yes_____	No _____
20-34 Hrs/Wk	Yes_____	No _____
Less Than 20 Hrs/Wk	Yes_____	No_____
Weekends or Shift	Yes _____	No_____

MILITARY SERVICE

Have you served on active duty in the US military service ? Yes _____ No _____
Were you discharged under honorable condition? Yes _____ No _____
Are you retired military? Yes _____ No _____

List all dates, branches, and serial number for all active duty service.

Branch: _____
From: _____ To:_____
Serial Number:_____

SKILLS, ACCOMPLISHMENTS, AWARDS

List special qualifications, skills, and accomplishments that may help you get a job.

_____
_____
_____

LICENSES & CERTIFICATES

_____
_____
_____

HONORS, AWARDS & RECOGNITION

_____
_____
_____

Have you ever been bonded? Yes: _____ No: _____
Have you ever been denied bond? Yes: _____ No:_____

EXPERIENCE

Begin with current/most recent job/volunteer experience & work back. Account for periods of unemployment exceeding three months & list your address at that time on the last line of the experience blocks in order of occurrence.

May an inquiry be made of your present employer regarding your character, qualifications and record of employment? A "NO" answer will not affect your consideration for employment:
Yes:_____ No:_____

Job title

From (MM/YY) To (MM/YY) Salary Per Hours per week

Reason for Leaving:

Employer's name and address Supervisor's name and phone number

Describe your duties and accomplishments

Job title

From (MM/YY) To (MM/YY) Salary Per Hours per week

Reason for Leaving:

Employer's name and address Supervisor's name and phone number

Describe your duties and accomplishments

Job title

From (MM/YY) To (MM/YY) Salary Per Hours per week

Reason for Leaving:

Employer's name and address Supervisor's name and phone number

Describe your duties and accomplishments

CONTINUE ↓

ANSWER ITEM 1 THROUGH 5 BY PLACING AN "X" IN THE PROPER BOX

1. Are you a citizen of the United States? (If "NO" give the country of which you are a citizen). Yes:_____ No:_____If no give country:_____

NOTE: A conviction or firing does not necessarily mean you cannot be appointed to a position. The nature of the conviction or firing and how long ago it occurred is important. Give all the facts so that a decision can be made.

2. Within the last five years have you been fired from a job for any reason? Yes:_____ No:_____
3. Within the last five years did you ever quit a job after being notified that you would be fired? Yes:_____ No:_____
(If your answer to either 2 or 3 is "YES" give details in Item 6. Show name and address (Including ZIP code of employer, approx. dates and reason).

4-A. Have you ever been convicted, forfeited collateral, or are you now under charges for any firearms or explosives offense against the law. Yes: _____ No: _____

4-B. During the past seven years have you been convicted imprisoned, on probation or parole or have you forfeited collateral, or are you now under charges for any offense against the law which is not included in "A" above? Yes:_____ No:_____

NOTE: When answering "A" and "B" above, you may omit (1) traffic fines for which you paid a fine of $50.00 or less; (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law; (3) any conviction the record of which has been expunged under Federal or State law; and (4) any conviction set aside under the Federal Youth Corrections Act or similar State authority.

5. While in the military service were you ever convicted by a general court-martial? Yes:_____ No:_____

If you answer to 4-A, 4-B or 5 is "YES" , give details in Item 6. Indicate the date, charge, place, court and action taken for each offense.

6. Item Number:_____ Space for detailed answers. Indicate item number to which answers apply. Use an additional page if necessary:_____

_____

_____

_____

ATTENTION - THIS STATEMENT MUST BE SIGNED
Read the following paragraph carefully before signing this Statement.

A false answer to any questions in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by a fine or imprisonment (US Code, title 18, Section 1001).
All information you give will be considered in reviewing your Statement.

AUTHORITY FOR RELEASE OF INFORMATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. **I understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. **I understand** that any information I give may be investigated.

SIGNATURE **DATE SIGNED**

PRIVACY ACT OF 1974
Solicitation of your Social Security number and personal information is authorized by Title 5, United States Code, Section 302/3301 and 3304. All information furnished will be used to determine whether or not you are qualified for employment. furnishing information requested is voluntary; however, failure to provide this information may prevent you from being considered for employment