



40 Temple Street · P.O. Box 209 · Fredonia, NY 14063-0209  
Telephone: (716) 673-3000

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## APPLICATION FOR EMPLOYMENT

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*We consider applicants for all positions without regard to race, color, religion, sex, national origin, citizenship, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status. If hired, as a condition of employment, Federal Law requires that you furnish documents verifying your identity and your authorization to work in the U.S.A.*

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**PLEASE PRINT**

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  Walk-In  Employment Agency  
 Other \_\_\_\_\_

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Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Area Code

Previous Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

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Have you filed an application here before?  Yes  No If Yes, give date \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you authorized to work in the U.S.A.?  Yes  No

If no, do you expect to have authorization to work in the U.S.A. by your hire date? \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

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Have you been convicted of a felony within the last 7 years?  Yes  No

(Conviction will not necessarily disqualify applicant for employment.)

If Yes, please explain \_\_\_\_\_

Veteran of the U.S. Military service?  Yes  No If Yes, Branch \_\_\_\_\_

Date of Military Service \_\_\_\_\_

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**AN EQUAL OPPORTUNITY EMPLOYER**

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments. You should exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

<b>Employer</b>	<b>Telephone</b> ( )	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>from</b>	<b>to</b>	
<b>Job Title</b>		<b>Hourly Rate/Salary</b>		
<b>Supervisor</b>		<b>starting</b>	<b>final</b>	
<b>Reason for Leaving</b>				
<b>Employer</b>	<b>Telephone</b> ( )	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>from</b>	<b>to</b>	
<b>Job Title</b>		<b>Hourly Rate/Salary</b>		
<b>Supervisor</b>		<b>starting</b>	<b>final</b>	
<b>Reason for Leaving</b>				
<b>Employer</b>	<b>Telephone</b> ( )	<b>Dates Employed</b>		<b>Work Performed</b>
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<b>Supervisor</b>		<b>starting</b>	<b>final</b>	
<b>Reason for Leaving</b>				
<b>Employer</b>	<b>Telephone</b> ( )	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>from</b>	<b>to</b>	
<b>Job Title</b>		<b>Hourly Rate/Salary</b>		
<b>Supervisor</b>		<b>starting</b>	<b>final</b>	
<b>Reason for Leaving</b>				

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience.

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# EDUCATION

	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed/Degree				
Diploma/Degree				
Describe Course Of Study:				
Describe: Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				

**Honors Received:** State any additional information you feel may be helpful to us in considering your application.

List professional, trade, business or civic activities and offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

Give name, address and telephone number of three references who are not related to you and are not previous employers.

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from DFT Communications constitutes an employment contract unless a specific document to that effect is executed by DFT Communications and applicant in writing.

In event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of DFT Communications.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date