



Employment Application



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

| | | | | | | |
|--------------|-----|-------------------|------------------------------|-----------------------------|---------|--|
| High School: | | | Address: | | | |
| From: | To: | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree: | |
| College: | | | Address: | | | |
| From: | To: | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree: | |
| Other: | | | Address: | | | |
| From: | To: | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree: | |

References

Please list three professional references.

| | | | | | | |
|------------|--|--|---------------|-----|--|--|
| Full Name: | | | Relationship: | | | |
| Company: | | | Phone: | () | | |
| Address: | | | | | | |
| Full Name: | | | Relationship: | | | |
| Company: | | | Phone: | () | | |
| Address: | | | | | | |
| Full Name: | | | Relationship: | | | |
| Company: | | | Phone: | () | | |
| Address: | | | | | | |

Emergency Contacts

| | | | | | | |
|------------|--|--|---------------|-----|--|--|
| Full Name: | | | Relationship: | | | |
| Address: | | | Phone: | () | | |
| Full Name: | | | Relationship: | | | |
| Address: | | | Phone: | () | | |

Previous Employment

| | | | |
|-------------------|-----|---------------------|-------------------|
| Company: | | Phone: | () |
| Address: | | Supervisor: | |
| Job Title: | | Starting Salary: \$ | Ending Salary: \$ |
| Responsibilities: | | | |
| From: | To: | Reason for Leaving: | |

May we contact your previous supervisor for a reference? YES NO

| | | | |
|-------------------|-----|---------------------|-------------------|
| Company: | | Phone: | () |
| Address: | | Supervisor: | |
| Job Title: | | Starting Salary: \$ | Ending Salary: \$ |
| Responsibilities: | | | |
| From: | To: | Reason for Leaving: | |

May we contact your previous supervisor for a reference? YES NO

| | | | |
|-------------------|-----|---------------------|-------------------|
| Company: | | Phone: | () |
| Address: | | Supervisor: | |
| Job Title: | | Starting Salary: \$ | Ending Salary: \$ |
| Responsibilities: | | | |
| From: | To: | Reason for Leaving: | |

May we contact your previous supervisor for a reference? YES NO

Hours of Availability

Please list **specific** times of availability.

| | | | | | | | |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| From | | | | | | | |
| Until | | | | | | | |

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

