Employment Application

Applicant Information

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

Address: _____
　　　　　Street Address 　　　　　　　　　　　　 *Apartment/Unit #*

_____
　　　　　City 　　　　　　　　　　　　 *State* 　　 *ZIP Code*

Phone: _____ Email _____

Date Available: _____ Hours Available: _____ Desired Wage/Hr: $ _____

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: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional or personal references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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 ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

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: _____