Employment Application

Applicant Information

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

Address: _____
Street Address   Apartment/Unit #

_____
City   State   ZIP Code

Phone: _____ Email _____

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

Position Applied for: _____

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

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

YES   NO
Have you ever been convicted of a felony? ☐   ☐

If yes, explain: _____

Education

High School: _____ Address:_____

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

College: _____ Address:_____

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

Other: _____ Address: _____

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

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: _____

Additional skills, certifications, or experience. Please list all that apply.

_____

_____

_____

_____

_____

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:_____