### **Employment Application**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | | | |  | | | | | | | | | | | | | | First | |  | | | | | | | | | | | M.I. | | | Date | | | |  | |
| Street Address | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | |  | |
| City |  | | | | | | | | | | | | | | | | | | State | |  | | | | | | | | | | | ZIP |  | | | | | | | |
| 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 |
| Are you looking for full time or part time work? | | | | | | | | | | | | | | |  | |  | | | |  | | | | Desired number of hours/week? | | | | | | | | | | | | | | | |
| Are there certain days/times you are unavailable to work? | | | | | | | | | | | | | | | YES | | NO | | | | If so, when? | | | |  | | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | | | | | YES | | NO | | | | If yes, explain | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | | | |  | | | | | | | | | | | | Address | | | |  | | | | | | | | | | | | | | | | | | | |
| From | |  | | | | | To | | |  | | Did you graduate? | | | | | YES | | | | NO | | | | Degree | | |  | | | | | | | | | | | | |
| College | |  | | | | | | | | | | | | | | | Address | | | |  | | | | | | | | | | | | | | | | | | | |
| From | |  | | | | | To | | |  | | Did you graduate? | | | | | YES | | | | NO | | | | Degree | | |  | | | | | | | | | | | | |
| Other | |  | | | | | | | | | | | | | | | Address | | | |  | | | | | | | | | | | | | | | | | | | |
| From | |  | | | | | To | | |  | | Did you graduate? | | | | | YES | | | | NO | | | | 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 | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I hereby certify and declare under penalty of perjury that my answers are true and complete to the best of my knowledge. I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application (**and attached resume**) to provide the Company with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. 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 | | |  | | | | | | |