

APPLICATION FOR EMPLOYMENT  
AN EQUAL OPPORTUNITY EMPLOYER

*(Please Print)*

**Date of Application** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Position(s) Applied For** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**Home Phone Number:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Cellphone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

If employed and under 18 years of age, can you furnish a work permit? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you filed an application with this company before? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, give date: \_\_\_\_\_

Have you ever been employed with this company before? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, give date: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, may be contact your present employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you prevented from lawfully becoming employed in this country  
because of visa or immigration status? \_\_\_\_\_ YES \_\_\_\_\_ NO

(Proof of citizenship or immigration status will be required upon employment.)

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

When are you available to work? \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Shift Work \_\_\_\_\_ Temporary

Have you been convicted of a felony within the last 7 years? \_\_\_\_\_ YES \_\_\_\_\_ NO

(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

EDUCATION: College, Business School, Military, Trade School

Name & Location	Dates Attended Month/Year	Graduate (Yes/No) Major	Degree & Year

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities:

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

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## APPLICATION FOR EMPLOYMENT

List professional, trade, business or civic activities and offices held. (You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.) \_\_\_\_\_

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

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:** Start with your present or last job. Include military service assignments and volunteer activities. (You may exclude organization names that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.)

Employer:		Dates Employed:	
Address:		From _____ To _____	
Phone Number:		Hourly Rate/Salary	
Job Title:	Supervisor:	Starting:	Final:
Worked Performed:			
Reason for Leaving:			

Employer:		Dates Employed:	
Address:		From_____ To_____	
Phone Number:		Hourly Rate/Salary	
Job Title:	Supervisor:	Starting:	Final:
Worked Performed:			
Reason for Leaving:			

Employer:		Dates Employed:	
Address:		From_____ To_____	
Phone Number:		Hourly Rate/Salary	
Job Title:	Supervisor:	Starting:	Final:
Worked Performed:			
Reason for Leaving:			

Employer:		Dates Employed:	
Address:		From_____ To_____	
Phone Number:		Hourly Rate/Salary	
Job Title:	Supervisor:	Starting:	Final:
Worked Performed:			
Reason for Leaving:			

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

### Application for Employment

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment experience or education.

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Notes:

## Application for Employment

### 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 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the employer constitutes and employment contract unless a specific document to that effect is executed by the employer and me in writing.

In the 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 the employer.

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Signature of Applicant

Date