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:_____

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, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ❏ yes   ❏ no   Diploma: _____

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 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: _____