



Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If not, 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 or a crime? Yes NO

If yes, explain (nature of offense, when it occurred and disposition of the case): _____

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: _____

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: _____

Skills and Qualifications

Please describe any skills or qualifications that you possess that you feel would be relevant to the position for which you are applying.

Please list any relevant volunteer experience you have:

Please provide any additional information about yourself that you feel would be helpful in considering your application:

Disclaimer and Signature

I certify that all information I have provided in this employment application is true and complete. I understand that any false statements or omissions may disqualify me from further consideration for employment and may result in my dismissal if discovered later.

[Applicant's Signature]

Signature: _____ Date: _____

References

Name: _____ Date: _____

- Please complete and return the application. Names and numbers will be used to perform a reference check.
- Please provide a good working number and the best time to call for your contacts.
- Please provide two (2) professional contacts and one (1) personal contact.

Professional Reference 1 and 2

Name of Reference: _____ Telephone: _____

Company: _____ Title: _____

What position did you hold at this company? _____

Date of employment: From _____ To _____

Professional Reference 2 and 2

Name of Reference: _____ Telephone: _____

Company: _____ Title: _____

What position did you hold at this company? _____

Date of employment: From _____ To _____

Personal Reference 1 of 1

Name of Reference: _____ Telephone: _____

What is the relationship with this reference? _____

What is the length of time you have known this reference? _____

Staff Signature:
