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:_____

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:_____