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: _____

                                 YES NO
From: _____ To: _____ Did you graduate? ☐ ☐ Diploma:: _____

College: _____ Address: _____

                                 YES NO
From: _____ To: _____ Did you graduate? ☐ ☐ Degree: _____

Other: _____ Address: _____

                                 YES NO
From: _____ To: _____ Did you graduate? ☐ ☐ 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:_____