

EMPLOYMENT APPLICATION

APPLICATION FOR EMPLOYMENT

Date: _____ Date Available: _____

All questions must be answered carefully and completely. If you have a resume, please attach it to this application. PLEASE TYPE OR PRINT.

PERSONAL DATA

Name: _____ Soc. Sec. No: _____
Last First Middle

Have you ever worked under another name? Yes No If yes, give name: _____

Address: _____ Phone No: _____
Number and Street

_____ Daytime Phone No: _____

Position Desired: _____ Salary Desired: _____

Check type of employment: Full Time Part Time Temporary

Geographical Preference: _____

Are you:

- Yes No over the age of 18?
 Yes No a previous applicant?
 Yes No a previous employee?
 Yes No legally able to work in the United States?
 Yes No a licensed driver with a car available for work?

Place a check to indicate source of referral:

- Advertisement – Name of publication: _____
 Employee – Name of employee: _____
 Employment Agency – Name of employment agency: _____
 Website _____
 Other _____

Other than traffic violations, have you ever been convicted of a crime? Yes No

If yes, describe the circumstances in detail, including the date and location of each conviction:

(A conviction is not an absolute bar to employment. Only convictions that involve circumstances that are related to the circumstances of the job will be used to determine your qualifications for hire)

EMPLOYMENT RECORD

WORK EXPERIENCE (Last 7 years)

Note: Start with most recent position. Attach a separate sheet if necessary. A resume providing this information may be attached as a supplement.

| | | | | |
|-----------------------|------------|----------------------|--------------------|--------------|
| Present/Last Employer | | Type of Business | Address | Phone Number |
| Start Date | Leave Date | Salary | Reason for Leaving | |
| Job Title | | Supervisor and Title | May We Contact | |

Description of job and duties:

| | | | | |
|-----------------------|------------|----------------------|--------------------|--------------|
| Present/Last Employer | | Type of Business | Address | Phone Number |
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| | | | | |
|-----------------------|------------|----------------------|--------------------|--------------|
| Present/Last Employer | | Type of Business | Address | Phone Number |
| Start Date | Leave Date | Salary | Reason for Leaving | |
| Job Title | | Supervisor and Title | May We Contact | |

Description of job and duties:

BUSINESS OFFICE USE ONLY

Reference check performed:

Name of Company/School

Person Contacted

Date

ADDITIONAL QUALIFICATIONS

What knowledge, special technical or computer skills, and /or individual capabilities do you have which especially prepare you for the position you have applied for?

Job-Related Honors, Awards, etc: _____

APPLICANT STATEMENT (Read carefully before signing)

I affirm that I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I authorize any necessary inquiries as to my work experience, education, character, reputation, and ability, and release those supplying any information from all liability. I understand that I may be subject to a criminal record check.

Signature: _____

[All qualified applicants receive consideration for employment without regard to race, color, religion, gender, sexual orientation, age, national origin or ancestry, disability, or veteran status.]

BUSINESS OFFICE USE ONLY

| Positions Interviewed For | Location | Interviewer | Date |
|---------------------------|----------|-------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Position Title: _____ Location: _____
 Starting Date: _____ Supervisor's Name & Title: _____
 Hiring Date: _____ Level: _____ Step: _____

Comments:

