

# Employment Application

Date \_\_\_\_\_

## Personal Information:

Name (Last Name First) _____			
Present Address _____	City _____	State _____	Zip Code _____
Permanent Address _____ (If different than present)	City _____	State _____	Zip Code _____
Phone No. _____	Referred By _____		

## Employment Desired:

Position _____	Date You Can Start _____	Rate Desired _____
If you are under 18 years of age, can you provide a work permit?		Yes No
Are you legally allowed to work in the United States?		Yes No
Have you ever worked for this company before?		Yes No
When? _____ Where? _____		
Are you currently employed?		Yes No
May we contact your employer?		Yes No
Type of Employment Desired: Full-Time Part-Time Temporary Seasonal		
Have you ever pleaded Guilty, no contest or been convicted of a crime?		Yes No
If yes, give dates and details:		

## Education History:

Name and Location of School _____	Years Attended _____	Did You Graduate? _____	Subjects Studied _____
Grammar School Info: _____			
High School Info: _____			
College Info: _____			
Trade or Other: _____			

## References:

Name _____	Phone Number _____	Business _____	Years Known _____
1. _____			
2. _____			
3. _____			

## General Information:

Summarize Your Special Skills or Qualifications:

## Employment History

Employer #1 (please list most recent to least recent):

Dates of Employment \_\_\_\_\_ Position Held \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor's Name / Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer #2:

Dates of Employment \_\_\_\_\_ Position Held \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor's Name / Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer #3:

Dates of Employment \_\_\_\_\_ Position Held \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor's Name / Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal employment, education, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in application or interview(s) may result in discharge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_