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: _____

Are you a citizen of the United States?   YES   NO   If no, 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?   YES   NO

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: _____

YES   NO
May we contact your previous supervisor for a reference?

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: _____