



# APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION

*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status. Equal Opportunity Employer.*

## PERSONAL

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

Social Security Number \_\_\_\_\_ When will you be available to work? \_\_\_\_\_

Position Desired:  Full Time  Part Time

Pay Expected \$ \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No  
 How many hours per week are you available? \_\_\_\_\_  
 Are you available to work nights or weekends?  Yes  No  
 Have you ever been employed with this company?  Yes  No *If 'Yes', when?* \_\_\_\_\_

Are you over 18 years old?  Yes  No  
 Are you available to work overtime?  Yes  No  
 Have you been convicted of a felony in the past seven years?  Yes  No  
*If yes, explain and give the jurisdiction (state, city or county, and year)* \_\_\_\_\_

**Note: A yes response does not automatically disqualify an applicant for employment.**

Are you currently on probation or parole?  Yes  No  
*If yes, explain and give the jurisdiction (state, city or county, and year)* \_\_\_\_\_

**Note: A yes response does not automatically disqualify an applicant for employment.**

## EDUCATION

	Name and Location of School	No. of years Completed	Did you graduate?	Degree or Diploma
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Vocational			<input type="checkbox"/> Yes <input type="checkbox"/> No	

# EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

May we contact your present employer?  Yes  No

Company Name	Telephone ( )
Address	Employed – Month and Year From To
Name of Supervisor	Ending Salary
State job title and describe your work	Reason for Leaving
<i>For Office Use Only:</i>	
Reference & Previous Employment verified by _____	Date: _____

Company Name	Telephone ( )
Address	Employed – Month and Year From To
Name of Supervisor	Ending Salary
State job title and describe your work	Reason for Leaving
<i>For Office Use only:</i>	
Reference & Previous Employment verified by _____	Date: _____

Company Name	Telephone ( )
Address	Employed – Month and Year From To
Name of Supervisor	Ending Salary
State job title and describe your work	Reason for Leaving
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Reference & Previous Employment verified by _____	Date: _____

Company Name	Telephone ( )
Address	Employed – Month and Year From To
Name of Supervisor	Ending Salary
State job title and describe your work	Reason for Leaving
<i>For Office Use only:</i>	
Reference & Previous Employment verified by _____	Date: _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

Employer \_\_\_\_\_ Reason \_\_\_\_\_

Employer \_\_\_\_\_ Reason \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

## SKILLS

Summarize any special skills or qualifications that you acquired through employment or other experience that is applicable to the job that you are applying for.

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## MILITARY

Did you serve in the U.S. Armed Forces?  Yes  No If "Yes", in what Branch \_\_\_\_\_

Describe any training received relevant to the position for which you are applying.

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## MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

(Exclude those which may disclose your race, color, religion or national origin.)

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## REFERENCES

List three references who are not relatives or current employer.

Name	Title	Company Name & Address	Telephone

*For Office Use only:*

References & Previous Employment verified and checked by: \_\_\_\_\_ Date: \_\_\_\_\_

## SIGNATURE

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant