



Employment Application Form

Personal Information

Date _____

Full Name _____ SS # _____ Telephone # _____
Address _____ City, State _____ Zip _____

Employment Desired

Position/s applying for: 1. _____ 2. _____

Date you can begin: _____ Salary Desired _____

Are you currently employed? Yes No

If yes, may we contact employer? Yes No

Employment Sought: Full Time Part Time Temporary Permanent

Can you submit verification of your legal right to work in the United States? Yes No

Education

High School _____ Location _____ Graduate? Yes No

College _____ Location _____ Graduate? Yes No

Major _____

College _____ Location _____ Graduate? Yes No

Major _____

Trade/Other School _____ Location _____ Graduate? Yes No

Major _____

Please Answer

Have you ever pled guilty, no contest or been convicted of a crime other than a minor traffic violation?

Yes No If yes, Explain: _____

Answering yes does not constitute an automatic rejection for employment. Date, seriousness and nature of violation along with rehabilitation and position applied for will be considered.

Summarize your Qualification and Special Skills? _____

What are your career goals? _____

Where did you get the information about the position? _____

Employment History — *list most recent first*

Company Name _____ Supervisor _____ Last Position _____
 Address _____ Telephone No. _____
 City, State, Zip _____ Dates of Employment _____
 Responsibilities _____
 Reason for Leaving _____

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References — list 3 individuals [not related to you] who are familiar with your work-related skills

Name	Name of Company	Company Address	Telephone No.	Years Acquainted

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

In the event I am employed, I understand that false or misleading information given on my application or interviews may result in discharge.

Signature of Applicant: _____ Date: _____