



## APPLICATION FOR EMPLOYMENT

NAME \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS \_\_\_\_\_

(Street) (City) (State & zip)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

Do you have a high school diploma or its equivalence? \_\_\_\_\_

Date available for work \_\_\_\_\_

Will you work overtime if required? \_\_\_\_\_

Will you undergo pre-employment physical? \_\_\_\_\_

Have you ever been convicted of a felony in the last 7 years? \_\_\_\_\_

(Such conviction may be relevant if job related, but does not bar you from employment)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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May we contact at work? \_\_\_\_\_  
Work number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Have you filed an application here before? \_\_\_\_\_  
If yes, give date \_\_\_\_\_  
Have you ever been employed here before? \_\_\_\_\_  
If yes, give dates...from \_\_\_\_\_ to \_\_\_\_\_  
Are you legally eligible for employment in this country? \_\_\_\_\_  
(Proof of citizenship or immigration status may be required upon employment)  
Have you ever been bonded? \_\_\_\_\_  
Type of employment desired \_\_\_\_\_ full time \_\_\_\_\_ part time  
\_\_\_\_\_ temporary \_\_\_\_\_ seasonal  
Are you on a lay-off and subject to recall? \_\_\_\_\_  
Will you relocate if job requires? \_\_\_\_\_  
Will you travel if job requires? \_\_\_\_\_

## EMPLOYMENT HISTORY

List your last two (2) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_  
May we contact for a reference? \_\_\_\_\_  
Date employed: from \_\_\_\_\_ to \_\_\_\_\_  
Nature of the work performed and job responsibilities: \_\_\_\_\_

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Employer \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_

May we contact for a reference? \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Nature of the work performed and job responsibilities: \_\_\_\_\_

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## **EDUCATIONAL BACKGROUND**

List the last three (3) schools attended, starting with the last one. List number of years completed, indicate degree or diploma earned, if any.

School \_\_\_\_\_ # of years completed \_\_\_\_\_  
Degree or diploma \_\_\_\_\_

School \_\_\_\_\_ # of years completed \_\_\_\_\_  
Degree or diploma \_\_\_\_\_

School \_\_\_\_\_ # of years completed \_\_\_\_\_  
Degree or diploma \_\_\_\_\_

## **REFERENCES**

List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three schools or personal references that are not related to you.

Name \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## **SKILLS AND QUALIFICATIONS**

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our company:

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List any additional information you would like us to consider:

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Referral Source:

advertisement  employee  relative  government employment agency  
 walk-in  private employment agency  other

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-related medical condition or handicap, or any other legally protected status.

It is understood and agreed that a misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an equal opportunity employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only (60) days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

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

Date \_\_\_\_\_