

# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

**Date of Application:**

**Position Applied For:**

### Personal Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If employed and under 18 years of age, can you furnish a work permit?  yes  no

Have you filed an application with this company before?  yes  no  
If yes, give date: \_\_\_\_\_

Are you currently employed?  yes  no  
If yes, may we contact your present employer?  yes  no

Are you prevented from lawfully becoming employed in this country  
because of visa or immigration status?  yes  no  
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? \_\_\_\_\_

When are you available to work? Circle all that apply.  
Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Evenings

Have you been convicted of a felony within the last 7 years?  yes  no  
(Conviction will not necessarily disqualify applicant from employment.)  
If yes, explain:

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## APPLICATION FOR EMPLOYMENT

### Education

High School Name: \_\_\_\_\_ Years Completed: \_\_\_\_\_

Vocational Training: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

College/University: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

Describe specialized training, apprenticeship, skills and extra-curricular activities:

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Honors Received: \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

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List professional, trade, business or civic activities and offices held. (You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or protected status.)

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Give name, address and telephone numbers of three references who are not related to you and are not previous employers.

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

### Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. (You may exclude organization names that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.)

1. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Pay Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Pay Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Pay Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**If you need additional space, please continue on a separate sheet of paper.**

### Special Skills & Qualifications

## APPLICATION FOR EMPLOYMENT

### Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and me in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Today's Date

