



# Employment Application

POSITION APPLYING FOR \_\_\_\_\_

TODAYS DATE \_\_\_\_\_

## GENERAL DATA

*Your name and social security number will be verified with the Social Security Administration. The law prohibits discrimination because of race, color, religion, sex, age, national origin, or a disability which may be reasonably accommodated.*

FULL NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ CELL/PAGER ( ) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE AVAILABLE TO START \_\_\_\_\_ SALARY REQUIREMENT \_\_\_\_\_

Are you over 18 years of age?  Yes  No If "No", state your date of birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

If hired can you provide proof of eligibility to work in the United States prior to your start date?  Yes  No

Person to be contacted in case of emergency: Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Type of employment desired?  Full Time  Part Time  Temporary  Seasonal

Have you ever pled "guilty" or "no contest" to or been convicted of a crime?  Yes  No

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

*Conviction of a crime will not necessarily disqualify an applicant from employment, but will be considered on a case-by-case basis.*

## EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

No. Years Attended: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

College/University: \_\_\_\_\_ Address: \_\_\_\_\_

No. Years Attended: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

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

No. Years Attended: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

## REFERENCES

*Please provide the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:*

Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# COMMENTS

Interviewed on \_\_\_\_\_

Start date \_\_\_\_\_

Position \_\_\_\_\_

Wage \_\_\_\_\_

## PREVIOUS EMPLOYMENT (Begin with most recent position)

Dates of Employment: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position(s) Held \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary and Title \_\_\_\_\_ Ending Salary and Title \_\_\_\_\_

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

May we contact your employer for reference?  Yes  No

Dates of Employment: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position(s) Held \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary and Title \_\_\_\_\_ Ending Salary and Title \_\_\_\_\_

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

May we contact your employer for reference?  Yes  No

Dates of Employment: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position(s) Held \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary and Title \_\_\_\_\_ Ending Salary and Title \_\_\_\_\_

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

May we contact your employer for reference?  Yes  No

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

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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