

# Employment Application

(Fill in completely, even if accompanied by a resume)

## Personal and General Data

Date Submitted: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_ Work Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_ Social Security No: \_\_\_\_\_  
 List other names under which you have worked: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Are you under 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Can you, after employment begins, submit verification of your identity and legal right to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE:** Proof of right to work in the U.S. will be required upon employment

Position applied for: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_  
 Type of employment: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Intern \_\_\_\_\_ Hours/Days Available: \_\_\_\_\_  
 Date available to work: \_\_\_\_\_ Willing to work overtime? Yes \_\_\_\_\_ No \_\_\_\_\_  
 How were you referred to us?: Advertisement: [ ] \_\_\_\_\_ Agency: [ ] \_\_\_\_\_  
 Employee Referral: [ ] Referred by who? \_\_\_\_\_ Other: \_\_\_\_\_

Have you ever been convicted of a felony? (Do not include convictions that have been sealed, expunged, or statutorily eradicated) Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, give date, place, offense and outcome:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Have you ever applied here before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give date: \_\_\_\_\_

## Education and Training

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12      College: 1 2 3 4 5 6 7 8

School/College Name & Location	Years Completed	Course Major	Certificate/Degree	GPA

Can you furnish records of completion of those courses/degrees indicated as complete? Yes \_\_\_\_\_ No \_\_\_\_\_

## Employment History

List all previous employers. Must be completed even if resume is attached. Attach additional sheet if necessary.

Present/Most Recent Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_ Your Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_  
Can this employer be contacted for employment verification? Yes \_\_\_\_\_ No \_\_\_\_\_ Current or leaving Salary: \$ \_\_\_\_\_ Per Annum  
Reason for leaving?: \_\_\_\_\_ Could you have remained in the employ of this company if desired? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_ Your Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_  
Can this employer be contacted for employment verification? Yes \_\_\_\_\_ No \_\_\_\_\_ Current or leaving Salary: \$ \_\_\_\_\_ Per Annum  
Reason for leaving?: \_\_\_\_\_ Could you have remained in the employ of this company if desired? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_ Your Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_  
Can this employer be contacted for employment verification? Yes \_\_\_\_\_ No \_\_\_\_\_ Current or leaving Salary: \$ \_\_\_\_\_ Per Annum  
Reason for leaving?: \_\_\_\_\_ Could you have remained in the employ of this company if desired? Yes \_\_\_\_\_ No \_\_\_\_\_

## References

List three **BUSINESS** references who can tell us about your qualifications.

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Years known: \_\_\_\_\_ Working relationship to you: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Years known: \_\_\_\_\_ Working relationship to you: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Years known: \_\_\_\_\_ Working relationship to you: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_

I hereby certify that all statements given by me on this application and in accompanying documentation, are true and correct without omission. I understand that any false or misleading information or material omissions on the application, resume and/or during the interview process may disqualify me from further consideration for employment or be grounds for immediate termination.

I further authorize investigation of my past record at any time and I agree that neither potential employer, previous employers, schools, etc., shall be held liable in any respect if an employment offer is not tendered, withdrawn, or my employment is terminated due to falsity of the statements and answers in this application form or accompanying documentation. If employed, I agree to abide by company rules and regulations. Further, I understand that my employment is at-will and may be terminated at any time by either myself or employer, with or without cause. This application is not a contract and is not intended to create a contract.

I hereby acknowledge that I have read the above statement and have understood it and agreed to it.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_