

Employment Application Form

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last, First, MI

Address: \_\_\_\_\_  
Street Address Apt/Unit#

\_\_\_\_\_ City State Zip Code

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you a citizen of the United States? \_\_\_ Yes \_\_\_ No

If no, are you authorized to work in the U.S.? \_\_\_ Yes \_\_\_ No

Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No

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

Employment Desired: \_\_\_ Full-Time \_\_\_ Part-Time \_\_\_ Full or Part-Time

How many hours can you work weekly? \_\_\_\_\_

Days available to work (circle all that apply): Mon Tue Wed Thu Fri Sat Sun

Hours available for work (preferred): \_\_\_\_\_

**Education**

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_ Yes \_\_\_ No

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_ Yes \_\_\_ No Degree: \_\_\_\_\_

Trade/Tech School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_ Yes \_\_\_ No Degree: \_\_\_\_\_

## References

*Please list three professional references*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

---

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

---

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

---

## Previous Employment

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Have you had any accidents during the past three years? \_\_\_\_ Yes \_\_\_\_ No Explain: \_\_\_\_\_

May we contact your previous supervisor for a reference: \_\_\_\_ Yes \_\_\_\_ No

---

### Previous Employment Continued

Company: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

Address: Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Have you had any accidents during the past three years? \_\_\_\_ Yes \_\_\_\_ No Explain: \_\_\_\_\_

May we contact your previous supervisor for a reference: \_\_\_\_ Yes \_\_\_\_ No

Company: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

Address: Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Have you had any accidents during the past three years? \_\_\_\_ Yes \_\_\_\_ No Explain: \_\_\_\_\_

May we contact your previous supervisor for a reference: \_\_\_\_ Yes \_\_\_\_ No

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

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

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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