



## Employment Application

### APPLICANT INFORMATION

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
LAST FIRST M.I.

ADDRESS: \_\_\_\_\_  
STREET ADDRESS APARTMENT/UNIT#

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
FULL/PART TIME DESIRED HOURS PER WEEK: HOURS AVAILABLE TO WORK:

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_ LAST 4 SOCIAL SECURITY: \_\_\_\_\_ SALARY PER HR: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_ LOCATION: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ARE YOU A U.S. CITIZEN: \_\_\_\_\_ IF NO ARE YOU ALLOWED  
YES OR NO TO WORK IN THE U.S." YES OR NO

HAVE YOU EVER WORKED FOR THIS COMPANY: \_\_\_\_\_ IF YES, WHEN? \_\_\_\_\_  
YES OR NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY: \_\_\_\_\_ IF YES EXPLAIN: \_\_\_\_\_  
YES OR NO

### CONTINUED EXPLANATION

### EDUCATION

HIGH SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

YEAR STARTED: \_\_\_\_\_ YEAR GRADUATED: \_\_\_\_\_ DIPLOMA: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

YEAR STARTED: \_\_\_\_\_ YEAR GRADUATED: \_\_\_\_\_ DEGREE: \_\_\_\_\_

### MILITARY SERVICE:

BRANCH: \_\_\_\_\_ YEAR SERVED: \_\_\_\_\_

RANK AT DISCHARGE: \_\_\_\_\_ TYPE OF DISCHARGE: \_\_\_\_\_

IF OTHER THAN HONORABLE, EXPLAIN: \_\_\_\_\_

MANAGER'S NOTES: \_\_\_\_\_

## REFERENCES

PLEASE LIST 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: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ STARTING SALARY: \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT YOUR PREVIOUS EMPLOYER: \_\_\_\_\_  
YES OR NO

COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ STARTING SALARY: \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT YOUR PREVIOUS EMPLOYER: \_\_\_\_\_  
YES OR NO

## DISCLAIMER AND SIGNATURE

I CERTIFY THAT ALL 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. **Typing your name below constitutes a valid and legal signature**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_