



# EMPLOYMENT APPLICATION

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

### Personal Information

Last, First & Middle Name \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Email \_\_\_\_\_

Have you ever applied to / worked for this Company before? \_\_\_\_\_ If yes, please explain (include date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for this Company? \_\_\_\_\_

If yes, state name & relationship: \_\_\_\_\_

If hired, would you have transportation to/from work? \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_

If you are under age 18, do you have an employment/age certificate? \_\_\_\_\_

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? \_\_\_\_\_

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case \_\_\_\_\_

### Position and Availability

Position Applied For: \_\_\_\_\_ Hourly \_\_\_ or Salary \_\_\_ Salary desired: \$ \_\_\_\_\_

#### Are you applying for:

Temporary work – such as summer or holiday work? \_\_\_\_\_ Regular part-time work? \_\_\_\_\_ Regular full-time work? \_\_\_\_\_

#### Days/Hours Available (from & to)

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

If applying for temporary work, when will you be available: \_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_\_

Can you work on the weekends? \_\_\_\_\_ Can you work evenings? \_\_\_\_\_ Are you available to work overtime? \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? \_\_\_\_\_

If no, describe the functions that cannot be performed \_\_\_\_\_

### Education, Training and Experience

#### High School:

School name: \_\_\_\_\_ School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree / diploma earned: \_\_\_\_\_

#### College / University:

School name: \_\_\_\_\_ School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree / diploma earned: \_\_\_\_\_

#### Vocational School:

School name: \_\_\_\_\_ School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree / diploma earned: \_\_\_\_\_

**Military:**

Branch: \_\_\_\_\_ Rank in Military: \_\_\_\_\_ Total Years of Service: \_\_\_\_\_ Skills/duties: \_\_\_\_\_  
Related details: \_\_\_\_\_

Skills and Qualifications: Licenses, Skills, Training, Awards

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you speak, write or understand any foreign languages? \_\_\_\_\_

If yes, describe which language(s) and how fluent of a speaker you consider yourself to be. \_\_\_\_\_

**Employment History**

You should be prepared to detail each position for the past five years, and account for any gaps in employment during that period.

Are you currently employed? \_\_\_\_\_ If you are currently employed, may we contact your current employer? \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_  
Position & Duties: \_\_\_\_\_

\_\_\_\_\_

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

**Previous Positions:** Include for each employer/position for the past five years:

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_  
Position & Duties: \_\_\_\_\_

\_\_\_\_\_

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

May we contact this employer for references? \_\_\_\_\_

**References**

List below three persons who have knowledge of your work performance within the last four (4) years. Please include professional references only.

Name - First, Last: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name - First, Last: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name - First, Last: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

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