Employment Application

Applicant Information

Full Name: _____ Date: _____

Last   First   M.I.

Address: _____

Street Address   Apartment/Unit #

_____

City   State   ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary:$ _____

Position Applied for: _____

	YES	NO		YES	NO
Are you a citizen of the United States?	☐	☐	If no, are you authorized to work in the U.S.?	☐	☐

	YES	NO	
Have you ever worked for this company?	☐	☐	If yes, when? _____

	YES	NO
Have you ever been convicted of a felony?	☐	☐

If yes, explain: _____

Education

High School: _____ Address: _____

				YES	NO	
From: _____	To: _____	Did you graduate?		☐	☐	Diploma:: _____

College: _____ Address: _____

				YES	NO	
From: _____	To: _____	Did you graduate?		☐	☐	Degree: _____

Other: _____ Address: _____

				YES	NO	
From: _____	To: _____	Did you graduate?		☐	☐	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: _____   Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____   Phone: _____

Address: _____   Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____   Phone: _____

Address: _____   Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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: _____