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:_____

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

College: _____   Address:_____

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

Other: _____   Address:_____

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

References

Please list TWO professional references.

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 ☐

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:_____