

Employment Application

APPLICANT DATA:

Date: _____ Position Applied for: _____

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Mobile/Pager/Other: _____

E-mail: _____

Date Available to Start: _____ Social Security #: _____

Salary Requirement: _____

Are you a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? Yes No

Type of employment desired: Full-time Part-time Temporary

Have you ever pleaded “guilty,” “no contest,” or been convicted of a crime? Yes No

If yes, give dates and details: _____

Answering “yes” to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver’s license number if applicable to position: _____ State: _____

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (begin with most recent position):

Dates of Employment: From ____/____/____ To: ____/____/____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____
Ending Salary and Title: _____
Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ____/____/____ To: ____/____/____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____
Ending Salary and Title: _____
Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ____/____/____ To: ____/____/____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____
Ending Salary and Title: _____
Reason for Leaving: _____

May we contact this employer for a reference? Yes No

I certify that my answers are true and complete to the best of my knowledge. I authorized you to make such investigations and inquiries of my personal, employment, educations, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____