

EMPLOYMENT APPLICATION

Date: _____

Position Applied For: _____

Desired Salary/Wage: \$_____ Hourly Salary

I. Personal Information

Full Name (Last, First, Middle): _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number (Home/Cell): _____

Email Address: _____

Are you 18 years of age or older? Yes No

Are you legally authorized to work in the U.S. on an unrestricted basis? Yes No

Have you ever worked for this employer before? Yes No

(If yes, provide dates: _____)

Have you ever been convicted of a felony? Yes No

(Convictions will not necessarily disqualify you. If yes, explain: _____)

Date you can start work: _____

II. Employment Desired

Check all that apply:

Full-Time Part-Time Temporary/Seasonal

Days/Hours Available: (e.g., Days, Evenings, Weekends) _____

How many hours per week can you work? _____

III. Education

List schools attended, starting with most recent.

School Type	School Name & Location	Dates Attended (From/To)	Degree/Diploma Earned	Major/Field of Study
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Trade/Vocational/
Other

Yes No

IV. Special Skills & Qualifications

List any special skills, certifications, licenses, computer skills, languages, equipment operation, or other training relevant to the position (e.g., leadership, software, machinery):

V. Employment History

Start with your **most recent or current** job and work backward. Include military service or unpaid relevant experience if applicable. Use additional sheets if needed.

Job 1 (Most Recent):

Company Name: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor Name/Title: _____

Dates Employed: From _____ To _____ (or Present)

Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for Leaving: _____

May we contact this employer? Yes No

Duties/Responsibilities:

Job 2:

Company Name: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor Name/Title: _____

Dates Employed: From _____ To _____

Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for Leaving: _____

May we contact this employer? Yes No

Duties/Responsibilities:

Job 3:

Company Name: _____ **Phone:** _____

Address: _____

Job Title: _____ **Supervisor Name/Title:** _____

Dates Employed: From _____ To _____

Starting Pay: \$ _____ **Ending Pay:** \$ _____

Reason for Leaving: _____

May we contact this employer? Yes No

Duties/Responsibilities:

VI. References

List three references (professional preferred; not relatives).

1. **Name:** _____ **Relationship:** _____

Phone: _____ **Address/Email:** _____

2. **Name:** _____ **Relationship:** _____

Phone: _____ **Address/Email:** _____

3. **Name:** _____ **Relationship:** _____

Phone: _____ **Address/Email:** _____

VII. Applicant's Statement & Signature

I certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that any false or misleading information may result in disqualification or termination of employment. I authorize investigation of all statements contained herein and release all parties from liability for any damage that may result from furnishing such information. I agree to comply with all company policies if hired.

Signature: _____ **Date:** _____

Printed Name: _____