

Employment Application

Date: _____

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) YES NO

Are you looking for full-time employment? YES NO

If no, what hours are you available? _____

Are you willing to work swing shift? YES NO

Are you willing to work graveyard? YES NO

Have you ever been convicted of a felony? (This will not necessarily affect your application.) YES NO

If yes, please describe conditions.

Desired Position: _____

How did you hear of this opening? _____

Have you ever applied for employment here? YES NO

When? _____

Where? _____

Have you ever been employed by this company? YES NO

When? _____

Where? _____

Are you presently employed? YES NO

May we contact your present employer? YES NO

Are you available for full-time work? YES NO

Are you available for part-time work? YES NO

Date you can start: _____

Desired starting salary: _____

Please list applicable skills:

Education

School Name and Location	Year	Major	Degree
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High School: _____

College: _____

College: _____

Post--
College: _____

Other Training: _____

In addition to your work history, are there other skills, qualification, or experiences that we should consider? _____

Please list any scholastic honors received and offices held in school.

Are you planning to continue your studies? YES NO

If yes, where and what course of study?

Employment History

(Start with most recent employer)

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____

May we contact? YES NO

Job responsibilities: _____

Reason for Leaving: _____

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____

May we contact? YES NO

Job responsibilities: _____

Reason for Leaving : _____

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____

May we contact? YES NO

Job responsibilities: _____

Reason for Leaving _____