

Date of Application: \_\_\_\_\_

Hired: Y / N Start Date: \_\_\_\_\_

Pay Rate: \_\_\_\_\_ Hr / Salary / Piece Rate

Job Title: \_\_\_\_\_

# Employment Application

Interviewer: \_\_\_\_\_

Approved by: \_\_\_\_\_

## Applicant Data

How were you referred us: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Last First Middle City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available to start: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

If you are under 18 and we require a work permit can you furnish one?  Yes  No

If no, please explain: \_\_\_\_\_

Have you ever worked for this company before?  Yes  No If yes, when? \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If not, do you have work papers?  Yes  No

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

Driver's License number, if applicable to position: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to 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 to employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be consideration.*

## Education

High School: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years complete: \_\_\_\_\_ Did you graduate?  Yes  No

College: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years complete: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years complete: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

## References

*Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Summarize your special skills or qualifications

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## Previous Employment (begin with most recent position)

Date of Employment: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Position held: \_\_\_\_\_

Company: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No

Date of Employment: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Position held: \_\_\_\_\_

Company: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No

Date of Employment: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Position held: \_\_\_\_\_

Company: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No

*I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history, and other related matters as may be necessary for an employment decisions. I hereby release employers, schools or persons from all liability in 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: \_\_\_\_\_