



# Employment Application

- ✓ Please complete this application by typing or printing in ink. **INCOMPLETE** or **UNSIGNED** applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status or disability.
- ✓ This application is not a contract of employment.

**Job Applying for:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date available to start work** \_\_\_\_\_ **Hours available to work** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Days available for employment:** Monday Tuesday Wednesday Thursday Friday Saturday Sunday

**PERSONAL DATA**

Name \_\_\_\_\_  
 Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Do you have a valid Driver's License Yes  No  Are you 18 or older Yes  No   
 Are you a Veteran of Military Service  Yes  No Do you have transportation to work?  Yes  No  
 Have you been convicted of a felony?  Yes  No If yes, describe \_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_ High School Diploma or GED?  Yes  No  
 Trade / Tech.School \_\_\_\_\_ Field of Study \_\_\_\_\_  
 Name of school beyond High School \_\_\_\_\_  
 Post Secondary Degree?  AA  BA  MA  Ph.D. Date Completed \_\_\_\_\_  
 Major \_\_\_\_\_ Minor \_\_\_\_\_

**WORK EXPERIENCE (List most recent work experience first)**

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
 Complete Address \_\_\_\_\_  
Street / P.O. Box City State Zip Code  
 Job Title \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Description (duties, skills, equipment used) \_\_\_\_\_  
 \_\_\_\_\_  
 Last wage \$ \_\_\_\_\_ per \_\_\_\_\_  
 Dates: From (mm/yy) \_\_\_\_\_ To (mm/yy) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**WORK EXPERIENCE**

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
Complete Address \_\_\_\_\_  
*Street / P.O. Box* *City* *State* *Zip Code*  
Job Title \_\_\_\_\_ Phone ( ) - \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_  
\_\_\_\_\_  
Last wage \$ \_\_\_\_\_ per \_\_\_\_\_  
Dates: From (mm/yy) \_\_\_\_ / \_\_\_\_ To (mm/yy) \_\_\_\_ / \_\_\_\_ Reason for leaving \_\_\_\_\_

**WORK EXPERIENCE**

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
Complete Address \_\_\_\_\_  
*Street / P.O. Box* *City* *State* *Zip Code*  
Job Title \_\_\_\_\_ Phone ( ) - \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_  
\_\_\_\_\_  
Last wage \$ \_\_\_\_\_ per \_\_\_\_\_  
Dates: From (mm/yy) \_\_\_\_ / \_\_\_\_ To (mm/yy) \_\_\_\_ / \_\_\_\_ Reason for leaving \_\_\_\_\_

**ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION**

Volunteer Work \_\_\_\_\_  
Licenses, Certificates, special skills, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIST REFERENCES (preferably persons who know about your work/training)**

Name	Address	Phone Number
_____	_____	( ) - _____
_____	_____	( ) - _____
_____	_____	( ) - _____

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date  
Do you want to be informed before we contact your present employer?  Yes  No

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.