



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____

E-mail Address: _____

Date Available: _____ Full Time? Part Time? Desired Salary: \$ _____

Position Applied for: _____ How were you referred to us? _____

Will you work:

Nights? Days? Weekends? Overnights?

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Do you have reliable transportation, including public transportation, to get to work? _____

If you are under 18 years of age, please state your age: _____

Please note anything which relates to your skills and abilities that may be useful in the position you are applying for? _____

Education

High School:

Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College:

Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other:

Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



References

Please list three professional references. No relatives please.

Full Name: Relationship:
Company: Phone: ()
Address:

Full Name: Relationship:
Company: Phone: ()
Address:

Full Name: Relationship:
Company: Phone: ()
Address:

Previous Employment

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO



Military Service

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

Disclaimer and Signature

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the Company to thoroughly investigate the information on my application, my references, work record, education and other matters related to my suitability for employment and, further, authorize law enforcement organizations and the references I have listed to disclose to the Company all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, or entities from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

I understand that if I am hired, I am required to abide by all rules and regulations of Company and comply with all policies and procedures and communications to employees.

Signature: _____ Date: _____

