



EMPLOYMENT APPLICATION

Date: _____ Position applied for: _____

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell phone: _____ Home Phone: _____ E-mail: _____

Social Security # _____ Driver's License # _____ State _____

Are you a citizen of the United States? Yes _____ No _____

If you answered no, are you legally allowed to work in the United States? Yes _____ No _____

Type of employment desired: Full Time _____ Part Time _____

Have you ever plead "guilty", "no contest" or been convicted of a crime? Yes _____ No _____

If you answered yes, please give details below:

NOTE: Answering "yes" to the above question does not constitute an automatic rejection for employment. The date, seriousness and nature of the violation will be considered.

Education:

Highest grade level completed – please circle 7 8 9 10 11 12

Do you have a High School Diploma or equivalency? Yes _____ No _____

Years of College completed – please circle 1 2 3 4 5 6

Name of Educational Institution	Degree received	Major	Dates attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Personal References:

Name: _____ Years known: _____ Phone number: _____

Name: _____ Years known: _____ Phone number: _____

Name: _____ Years known: _____ Phone number: _____

WORK HISTORY: Start with your most recent position.

Dates of employment: From ___/___/___ to ___/___/___ Position(s) Held _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____

Describe your responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes _____ No _____

Dates of employment: From ___/___/___ to ___/___/___ Position(s) Held _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____

Describe your responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes _____ No _____

Dates of employment: From ___/___/___ to ___/___/___ Position(s) Held _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____

Describe your responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes _____ No _____

I certify that my answers are true and complete to the best of my knowledge. I understand that all information on this application is subject to verification and I consent to criminal history and background checks. I hereby release employers, schools or individuals from all liability when responding to inquiries regarding this application.

In the event I am employed, I understand that false or misleading information given in this application or interview(s) may result in my dismissal.

Signature of Applicant _____ **Date** _____

INTERVIEW NOTES

Remarks on interview:

Neatness/appearance:

Personality:

Ability/Qualifications:

Interviewer's name: _____ Date: _____

Prospect hired: Yes _____ No _____ Position _____