

Employment Application



Position applying for: _____

EMPLOYEE INFORMATION

Name: _____
Last First Middle

Address: _____

Telephone: _____ Email: _____ Alternate Telephone: _____

Social Security No: _____

Date of Birth: _____

I am seeking a permanent position: Yes No

Desired Salary: _____

If necessary for the job, I am able to:
Work overtime? Yes No
Provide a valid Driver's License? Yes No
If so, fill out the following: Issuing state: _____
Number: _____

I will be able to report to work _____ days after being notified I am hired.
I am legally eligible for employment in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No
Are you physically able to perform the essential functions of the position without accommodations? Yes No
If yes, explain: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Pay: \$ Per:	Supervisor: Telephone:	Reason for leaving:	
_____ _____	_____ _____	_____ _____ _____	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Pay: \$ Per:	Supervisor: Telephone:	Reason for leaving:	
_____ _____	_____ _____	_____ _____ _____	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Pay: \$ Per:	Supervisor: Telephone:	Reason for leaving:	
_____ _____	_____ _____	_____ _____ _____	

Summarize other employment related to this job:

EDUCATION

	Institution name	Years Completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

MILITARY

Are you a veteran? Yes No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
Name	Address	Telephone	Occupation	Years known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date