

EMPLOYMENT APPLICATION

Date of application: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: Residence (_____) _____ Cell (_____) _____

Email address: _____

Position desired: _____

Date available for work: _____

Type of employment: Full-time Part-time (# hrs/wk) _____ Temporary Seasonal

Hours/days available: Day Evening Night Weekdays Weekends

Are you 18 years of age or over? Yes No

Are you legally eligible for employment in the United States? Yes No

Are you able to provide the acceptable Form I-9 document(s) for employment? Yes No

Can you do the listed job duties with or without reasonable accommodations? Yes No

EDUCATION

(Include high school and/or institution issuing GED and any additional education/courses taken. List most recent education first.)

Name of School: _____ Graduation Date: _____

Degree/Diploma Received: _____ Major/Minor: _____

Name of School: _____ Graduation Date: _____

Degree/Diploma Received: _____ Major/Minor: _____

Name of School: _____ Graduation Date: _____

Degree/Diploma Received: _____ Major/Minor: _____

MILITARY TRAINING (List dates and training received): _____

EMPLOYMENT, VOLUNTEER AND MILITARY EXPERIENCE

Please list relevant work, volunteer and military experiences (include self-employment, if any) starting with most recent or current experience.

1. MOST RECENT OR CURRENT EMPLOYER: _____

Address: _____
Street City State Zip

Telephone: _____ Supervisor: _____ May we contact? _____

Start date: _____ End date: _____ Starting wage: _____ Ending wage: _____
month/day/year month/day/year

Job title: _____ Reason for leaving: _____

Description of work and skills used (include tools, equipment and computer skills): _____

Accomplishments: _____

2. EMPLOYER: _____

Address: _____
Street City State Zip

Telephone: _____ Supervisor: _____ May we contact? _____

Start date: _____ End date: _____ Starting wage: _____ Ending wage: _____
month/day/year month/day/year

Job title: _____ Reason for leaving: _____

Description of work and skills used (include tools, equipment and computer skills): _____

Accomplishments: _____

EMPLOYMENT, VOLUNTEER AND MILITARY EXPERIENCE (continued)

3. EMPLOYER: _____

Address: _____
Street City State Zip

Telephone: _____ Supervisor: _____ May we contact? _____

Start date: _____ End date: _____ Starting wage: _____ Ending wage: _____
month/day/year month/day/year

Job title: _____ Reason for leaving: _____

Description of work and skills used (include tools, equipment and computer skills): _____

Accomplishments: _____

4. EMPLOYER: _____

Address: _____
Street City State Zip

Telephone: _____ Supervisor: _____ May we contact? _____

Start date: _____ End date: _____ Starting wage: _____ Ending wage: _____
month/day/year month/day/year

Job title: _____ Reason for leaving: _____

Description of work and skills used (include tools, equipment and computer skills): _____

Accomplishments: _____

EXPLAIN GAPS IN WORK HISTORY (please provide month/day/year for each gap)

ADDITIONAL INFORMATION

Please list any other skills, abilities, worker traits, computer knowledge, licenses/certifications or anything else not listed above that would be a reason for us to hire you.

List/describe any other training and/or experience relevant to the position for which you are applying.

List/describe your experience with computers and list software applications you have used.

REFERENCES

List three persons (not related to you) who can be contacted regarding your qualifications, work habits and character.

1. _____
Name Address

Telephone Email Occupation Years Known

2. _____
Name Address

Telephone Email Occupation Years Known

3. _____
Name Address

Telephone Email Occupation Years Known

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Signature

Date