** EMPLOYMENT APPLICATION FORM**

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| **Applicant Information** | | | | | | |  | | | |
| Full Name: | |  | | | | | | Date |  | |
| Last, First, Middle Initial | | | | | | | | | | |
| Address: |  | | | | | | | | |  |
| Street Address Apartment/Unit # | | | | | | | | | | |
|  | | | | | | | | | | |
| City, State, Zip Code | | | | | | | | | | |
| Phone Number | | |  | | | E-mail |  | | | |
| Date Available: | | | |  | | Desired Salary |  | | | |
| Position Applied for: | | | | |  | | | | | |

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| --- | --- | --- |
|  | **Full Time** | **Part Time** |
| Employment desired? |  |  |
| Hours of Work per week desired? |  |  |
|  | **Yes** | **No** |
| Are you eligible to work in the United States? |  |  |
| Have you ever worked in a government job or a non-profit |  |  |
| Have you ever been convicted of a felony” |  |  |
| If yes, explain:  Include number of conviction(s), nature of offense(s), leading to conviction(s), how recently such offense(s) was/were committed, and sentence(s) imposed |  |  |

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| **Education** | | | | | |
| High School |  | | Address |  | |
| Did you graduate? | Yes | No | Degree | | |
|  | | | | | |
| College |  | | Address |  | |
| Did you graduate? | Yes | No | Degree | | |
|  | | | | | |
| Other |  | | Address | |  |
| Did you graduate? | Yes | No | Degree | | |

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| **Employment History** | | | | | | | | |
| Company |  | | | Phone |  | | | |
| Address |  | | | Supervisor | |  | | |
| Job Title |  | | | Starting Salary: | | | | Ending Salary: |
| Employed from | |  | | Employed to | | |  | |
| Reason for leaving | | |  |  | | | |  |
| May we contact your previous supervisor for a reference? | | | | Yes | | | | No |
| Job Responsibilities | | | | | | | | |

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| **Employment History** | | | | | | | | |
| Company |  | | | Phone |  | | | |
| Address |  | | | Supervisor | |  | | |
| Job Title |  | | | Starting Salary: | | | | Ending Salary: |
| Employed from | |  | | Employed to | | |  | |
| Reason for leaving | | |  |  | | | |  |
| May we contact your previous supervisor for a reference? | | | | Yes | | | | No |
| Job Responsibilities | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment History** | | | | | | | | |
| Company |  | | | Phone |  | | | |
| Address |  | | | Supervisor | |  | | |
| Job Title |  | | | Starting Salary: | | | | Ending Salary: |
| Employed from | |  | | Employed to | | |  | |
| Reason for leaving | | |  |  | | | |  |
| May we contact your previous supervisor for a reference? | | | | Yes | | | | No |
| Job Responsibilities | | | | | | | | |

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| **Military Service** | | | | | | | |
| Branch |  | | From: |  | To: |  | |
| Rank at Discharge | |  | Are you currently in the Armed Forces? | | Yes | | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **References** | | | | |
| *Please list three (3) professional references:* | | | | |
| Full Name |  | Relationship |  | |
| Company |  | Phone Number | |  |
| Address |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name |  | Relationship |  | |
| Company |  | Phone Number | |  |
| Address |  | | | |

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| --- | --- | --- | --- | --- |
| Full Name |  | Relationship |  | |
| Company |  | Phone Number | |  |
| Address |  | | | |

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| Disclaimer and Signature |
|  |
| *I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.*  *I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.*  *I understand that the company may as part of the hiring process request an investigative consumer report from a third part entity or agency including information concerning my character, general reputation, personal characteristics, credit records and mode of living. I may make a written request to the company to provide me with additional information regarding the nature and scope of any such report.*  *I understand that employment with our company is “at will” and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either part at any time for any reason with or without notice.* |

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| Signature: |  | Date: |  |