

# APPLICATION FOR EMPLOYMENT

---

---

**Please Print**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name:

\_\_\_\_\_  
*Last*\_\_\_\_\_  
*First*\_\_\_\_\_  
*Middle*

Address:

\_\_\_\_\_  
*Street*\_\_\_\_\_  
*City*\_\_\_\_\_  
*State*\_\_\_\_\_  
*Zip*Phone Number: \_\_\_\_\_ Message Phone: *(optional)* \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

---

---

**Employment Desired**

Position: \_\_\_\_\_ Date Available For Work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you currently employed?  Yes  No If so may we inquire of your present employer?  Yes  NoAre you related to anyone in our employ?  Yes  No If yes, Please give name: \_\_\_\_\_Have you submitted an application here before?  Yes  NoHave you ever been employed here before?  Yes  No If yes, Date: \_\_\_\_\_Are you legally eligible for employment in this country?  Yes  No  
*(Proof of U.S. citizenship or immigration status will be required upon employment.)*Have you been convicted of a felony in the last seven years?  Yes  No

If yes, Explain: \_\_\_\_\_

---

---

**Completion of this section is voluntary:**Home:  Own  Rent

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Married  Single  Widowed  Divorced  Separated 

Number of Children: \_\_\_\_\_ Dependents OTHER than spouse or children: \_\_\_\_\_

# EMPLOYMENT HISTORY

Please list your employers, starting with the most current (*Use additional sheets if necessary*).

Explain any gaps in employment in the applicant comment section.

<i>Employer</i>	<i>Telephone</i>	<i>From</i>	<i>To</i>	<i>Duties &amp; Responsibilities</i>
<i>Address</i>				
<i>Job Title</i>		<i>Salary/Starting</i>		
<i>Immediate Supervisor Name and Title</i>				
<i>Reason For Leaving</i>		<i>Salary/Ending</i>		

<i>Employer</i>	<i>Telephone</i>	<i>From</i>	<i>To</i>	<i>Duties &amp; Responsibilities</i>
<i>Address</i>				
<i>Job Title</i>		<i>Salary/Starting</i>		
<i>Immediate Supervisor Name and Title</i>				
<i>Reason For Leaving</i>		<i>Salary/Ending</i>		

<i>Employer</i>	<i>Telephone</i>	<i>From</i>	<i>To</i>	<i>Duties &amp; Responsibilities</i>
<i>Address</i>				
<i>Job Title</i>		<i>Salary/Starting</i>		
<i>Immediate Supervisor Name and Title</i>				
<i>Reason For Leaving</i>		<i>Salary/Ending</i>		

<i>Employer</i>	<i>Telephone</i>	<i>From</i>	<i>To</i>	<i>Duties &amp; Responsibilities</i>
<i>Address</i>				
<i>Job Title</i>		<i>Salary/Starting</i>		
<i>Immediate Supervisor Name and Title</i>				
<i>Reason For Leaving</i>		<i>Salary/Ending</i>		

**Previous Address:** List all locations where you have lived in the past 7 years

From \_\_\_\_\_ To \_\_\_\_\_  
City, County, State

From \_\_\_\_\_ To \_\_\_\_\_  
City, County, State

From \_\_\_\_\_ To \_\_\_\_\_  
City, County, State

From \_\_\_\_\_ To \_\_\_\_\_  
City, County, State

---

---

**Applicant Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

<i>Education</i>	<i>Name &amp; Location of School</i>	<i>Years Attended</i>	<i>Date Graduated</i>	<i>Subjects Studied</i>
<i>Grammar School</i>			/ /	
<i>High School</i>			/ /	
<i>College or University</i>			/ /	
<i>Trade, Business, or Correspondence Schools</i>			/ /	
			/ /	
			/ /	

---

---

List Special Accomplishments, etc.  
Exclude information which might/or would reveal sex, race, religion, national origin, age, color, disability or other protected status.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Military Experience**

Have you served in any Branch of the U.S. Military?  Yes  No

If yes, which branch: \_\_\_\_\_ Job Title: \_\_\_\_\_

Rank Achieved: \_\_\_\_\_ Discharge Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Discharge: \_\_\_\_\_

---

---

**References:** List below the names of three persons whom you have known for at least one year that are not related to you, or whom you have been employed by.

Name	Address	Phone Number	Business	Years Acquainted
1.		( )		
2.		( )		
3.		( )		

In case of an Emergency Notify: \_\_\_\_\_  
*Name* *Address*  
\_\_\_\_\_ *Phone* *Relation*

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for may be cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

\_\_\_\_\_ *Date* *Signature*

**DO NOT FILL OUT BEYOND THIS POINT**

**Administrative Use Only**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hired [ ]Yes [ ]No If no, explain: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_  
*Signature*