

## APPLICATION FOR EMPLOYMENT

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status.

Date \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Social Security # \_\_\_\_\_

Position applied for \_\_\_\_\_

How did you hear of this opening \_\_\_\_\_

Are you employed now? Yes No If so may we contact your employer?

Name \_\_\_\_\_ Phone# \_\_\_\_\_ Business \_\_\_\_\_

When can you start \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please fully describe the circumstances: \_\_\_\_\_

### Education: School Name / Location / Year / Major / Degree

High School \_\_\_\_\_

Graduated  Yes  No

College \_\_\_\_\_

Graduated  Yes  No

College \_\_\_\_\_

Graduated  Yes  No

Other \_\_\_\_\_

In addition to your work history, are there are other skills, qualifications, or experience we should consider:

**Employment History: (Start with most recent employer.)**

**Company name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Date Started \_\_\_\_\_ Wage \$ \_\_\_\_\_

Date Ended \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact? [ ] Yes [ ] No

Position/Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Company name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Date Started \_\_\_\_\_ Wage \$ \_\_\_\_\_

Date Ended \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact? [ ] Yes [ ] No

Position/Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*Attach additional information if necessary.*

**References** *(not related to you that you have known for at least one year)*

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational, employment history and references.

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