



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____

Are you authorized to work in the United States? YES NO If you are not a U.S. citizen, your work authorization is : Permanent Temporary

Have you ever been convicted of a felony? YES NO

Are you 18 or older? YES NO

Employment Desired

Are you presently employed? YES NO If yes, may we contact your employer? YES NO

Are you available for full-time work? YES NO Are you available for part-time work? YES NO

Date You Can Start: _____ Desired Starting Salary: \$ _____

Education

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Are you planning to continue your studies? YES NO If yes, may we contact your employer? YES NO

If yes, what courses and why? _____

References

Please list three professional references, not related to you.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Emergency Contact

In case of emergency,
please notify:

Phone: _____

Address: _____

Relationship: _____

Disclaimer and Signature

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would alter the integrity of this application.

I authorize my previous employers listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment terminated because of false statements, omissions or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company, which verifies my right to work in the United States, on the first day of employment. I have received from the company a list of approved documents which are required.

I understand that employment at this company is "at will" which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature: _____

Date: _____