



Employment Application

Position Applying For: _____

Date: _____

Name _____

Street Address: Apt. No. City State Zip Code

How long have you lived at this address? _____

Telephone:

Home (____) _____ Mobile (____) _____

In case of emergency, who should be notified?

Name _____ Phone _____

Salary Expected: \$ _____	If under 18: Date of Birth ____/____/____ Do you have a work permit? ____ Yes ____ No	Social Security Number ____-____-____
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Are you a citizen of the United States?

____ Yes ____ No

If not a United States citizen, do you have a legal right to work in the United States? ____ Yes

____ No

How did you learn of this opening?

____ Employee Referral: _____ ____ Other ____ Relative

____ Employment Agency ____ Walk In ____ Advertisement

Have you ever filed an application with us before? ____ Yes ____ No

If so, when? _____

Have you ever been employed with us before? ____ Yes ____ No

If so, when? _____

Date you would be available to begin working: ____/____/____

Do you have a current driver's license? ____ Yes ____ No

Do you have reliable transportation to work? ____ Yes ____ No

Are you available to work: ____ Full Time ____ Part Time ____ Temporary

Specify days and hours if part time: _____

Have you ever been convicted of a crime, excluding minor traffic offenses?

____ Yes ____ No

If yes, please explain: _____

Education:

School Name and Location	Did you graduate?	G.P.A	Major/Degree or Total Hours
High School			
Trade or Business School			
College or University			

References: Give information of three references, not related to you and who are not previous employers.

Name	Address	Phone Number

Work Experience:

List employment history beginning with the most recent employer. Include summer and part time jobs, and military experience.

Company Name: _____ **Type of Business:** _____
Address: _____ **Phone:** (____) _____
Employed from: ____/____/____ **to** ____/____/____
Starting Salary: \$ _____ **Ending Salary:** \$ _____
Position Held: _____
Describe your duties: _____

Supervisors Name and Position: _____
May we contact? : ___ Yes ___ No
Reason for Leaving: _____

Company Name: _____ **Type of Business:** _____
Address: _____ **Phone:** (____) _____
Employed from: ____/____/____ **to** ____/____/____
Starting Salary: \$ _____ **Ending Salary:** \$ _____
Position Held: _____
Describe your duties: _____

Supervisors Name and Position: _____
May we contact: ___ Yes ___ No
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Company Name: _____ **Type of Business:** _____
Address: _____ **Phone:** (____) _____
Employed from: ____/____/____ **to** ____/____/____
Starting Salary: \$ _____ **Ending Salary:** \$ _____
Position Held: _____
Describe your duties: _____

Supervisors Name and Position: _____
May we contact: ___ Yes ___ No
Reason for Leaving: _____

Declaration:

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature; which means that the employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization in the event of employment. I understand that false or misleading information given in my application or interviews may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature: _____ **Date:** ____/____/____

***Equal Opportunity Employer:** Federal law prohibits discrimination in employment because of race, color, sex, religion, and age, national origin, marital or veteran status, the presence of a non job related condition or disability or any other legally protected status.