

# Application for Employment

Position You Are Applying For \_\_\_\_\_

Desired Salary \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

## PERSONAL INFORMATION

|  |                   |                       |
|--|-------------------|-----------------------|
| Last Name _____  | First Name _____  | Middle _____          |
| Address _____  | City _____        | State _____ Zip _____ |
| Home Phone: _____  | Cell Phone: _____ | Email address: _____  |
| Social Security Number: _____  |                   |                       |
| Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                   |                       |
| Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                   |                       |
| If selected for employment are you willing to submit to a pre-employment drug screening test? <input type="checkbox"/> Yes <input type="checkbox"/> No |                   |                       |

## EDUCATION

| School Name | Location | Years Attended | Degree Received | Major |
|-------------|----------|----------------|-----------------|-------|
|             |          |                |                 |       |
|             |          |                |                 |       |
|             |          |                |                 |       |

Other training, certifications or licenses held: \_\_\_\_\_

## EMPLOYMENT

|   |                             |
|---|-----------------------------|
| Employer: _____   | Dates Employed: _____       |
| Work Phone: _____   | Pay Rate: \$ _____ to _____ |
| Address: _____  |                             |
| City: _____   | State: _____ Zip: _____     |
| Position: _____   |                             |
| Duties Performed: _____   |                             |
| Supervisors Name and Title: _____   |                             |
| Reason for leaving: _____   |                             |
| May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |

## REFERENCES

| Name | Title | Company | Phone |
|------|-------|---------|-------|
|      |       |         |       |
|      |       |         |       |
|      |       |         |       |

## Acknowledgement and Authorization

- I certify that all answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_