

Employment Application

1. Personal Data

- Employer: _____
 - Position applying for: _____
 - Name (last, first, middle): _____
 - Street Address and/or Mailing Address: _____
 - City: _____ State: _____ Zip: _____
 - Home Phone Number: _____
 - Cell Phone Number: _____
 - Email: _____
 - Drivers License # or State ID: _____
 - Social Security Number: _____
 - Do you have a high school diploma or a GED? Yes No
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2. Position Information

Check all that you are willing to work:

- Time Intervals: (One Day, Two Days, Three Days, Four Days, Five Days, Six Days, Seven Days)
 Full Time
 Part Time
 Evenings
 Swing
 Graveyard
 Weekends
- Status: Temporary Regular

Legal Background & Requirements:

- Are you authorized to work in the U.S. on an unrestricted basis? * Yes No
 - Have you ever been convicted of a felony? (*Convictions will not necessarily disqualify an applicant for employment*) __Yes__No
 - If yes, explain: _____
 - Have you been told the essential functions of the job, or have you viewed a copy of the job description listing the essential functions of the job? __Yes__No
 - Can you perform the essential functions of the job with or without reasonable accommodation? __Yes__No
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3. Qualifications

Education & Training: (*Please list any education or training you feel relates to the position applied for that will help you perform the work, such as schools, colleges, vocational, technical programs, or military.*)

- School Name: _____
- Degree: _____
- Address/City/State: _____

Special Skills: (*List any special skills or expertise that you feel will help you in the position you are applying for—leadership, organizations, teams, etc.*)

4. References

List three professional references not related to you. If you don't have three professional references, list personal unrelated references.

First Reference:

- Name: _____ Phone: _____
- Address/City/State: _____
- Relationship: _____

Second Reference:

- Name: _____ Phone: _____
- Address/City/State: _____
- Relationship: _____

Third Reference:

- Name: _____ Phone: _____
 - Address/City/State: _____
 - Relationship: _____
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5. Work History

Start with your most recent employment and work back. Include paid and unpaid positions.

Job #1

- Job Title: _____ Company Name: _____
- Start Date: _____ End Date: _____
- Supervisor: _____ Phone: _____
- City/State/Zip: _____
- Duties: _____
- Reason for Leaving: _____

Job #2

- Job Title: _____ Company Name: _____
- Start Date: _____ End Date: _____
- Supervisor: _____ Phone: _____
- City/State/Zip: _____
- Duties: _____
- Reason for Leaving: _____

Job #3

- Job Title: _____ Company Name: _____
 - Start Date: _____ End Date: _____
 - Supervisor: _____ Phone: _____
 - City/State/Zip: _____
 - Duties: _____
 - Reason for Leaving: _____
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6. Agreement

__ I certify that the facts in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

__ I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship at any time, with or without cause, and with or without notice to the other party.

Applicant Signature: _____ **Date:** _____