

EMPLOYMENT APPLICATION



Application Information

Full name:	_____ <i>Last First M.I.</i>	Date:	_____
Address:	_____ <i>Street address Apt/Unit #</i> _____ <i>City State Zip Code</i>	Phone:	_____
		Email:	_____
Date Available:	_____	Are you at least age 18?	_____
		Desired salary:	\$ _____
Position applied for:	_____		
Do you have the legal right to be employed in the United States?	Yes ☐ No ☐		
Have you ever applied to or worked for this company?	Yes ☐ No ☐	If yes, when?	_____
How did you learn of this position?	_____		
Did an employee refer you?	Yes ☐ No ☐	If yes, who?	_____
Are there any days or hours you are unable or unwilling to work?	Yes ☐ No ☐	If yes, explain?	_____

Education

High school:	_____	Address:	_____
From:	_____	To:	_____
		Did you graduate?	Yes ☐ No ☐
		Diploma:	_____
College:	_____	Address:	_____
From:	_____	To:	_____
		Did you graduate?	Yes ☐ No ☐
		Degree:	_____
Other:	_____	Address:	_____
From:	_____	To:	_____
		Did you graduate?	Yes ☐ No ☐
		Degree:	_____

References

Please list three professional references.

Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____

Previous Employment

Current Employer	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
Reason for leaving:	_____		
May we contact your previous supervisor for a reference?	Yes ☐	No ☐	
Previous Employer	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		

Reason for leaving: _____

May we contact your previous supervisor for a reference?

Yes ☐

No ☐

Previous
Employer

Phone: _____

Address: _____

Supervisor: _____

Job title: _____

From: _____

To: _____

Responsibilities: _____

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: _____

Additional Information

Please share any additional information regarding your application. If you have any experience working with disabilities, please be specific:

Disclaimer and signature

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company

listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me. I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature:

Date:
