



# Application for Employment

## PERSONAL INFORMATION

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

## POSITION APPLYING FOR

Business: \_\_\_\_\_ Department: \_\_\_\_\_

Title: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Referred By: \_\_\_\_\_ Date Available: \_\_\_\_\_

Shift Availability: \_\_\_1st \_\_\_2nd \_\_\_3rd Full Time or Part Time? \_\_\_\_\_

## EDUCATION

High School (Name, City, State:) \_\_\_\_\_

Graduation Date: \_\_\_\_\_

College, University, Business or Technical School: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Degree, Major: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company Name:

Address:

Phone:

Name of Supervisor:

Job Title & Description:

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Weekly Pay: Start: \_\_\_\_\_ End: \_\_\_\_\_

If there is a time lapse between jobs please explain:

Company Name:

Address:

Phone:

Name of Supervisor:

Job Title & Description:

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Weekly Pay: Start: \_\_\_\_\_ End: \_\_\_\_\_

If there is a time lapse between jobs please explain:

Company Name:

Address:

Phone:

Name of Supervisor:

Job Title & Description:

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Weekly Pay: Start: \_\_\_\_\_ End: \_\_\_\_\_

If there is a time lapse between jobs please explain:

**We May Contact The Employers Listed Above Unless You Indicate  
Those You Do Not Want Us to Contact.**

Do Not Contact:

Reason:

## MILITARY

Branch of Service:

What were your duties?

Period of Active Duty (Month & Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Did you receive any specialized training?

If yes, please describe:

Are you a member of the Army Reserves or National Guard?

If yes, which one?

## PERSONAL REFERENCES

*(NOT Former Employers or Relatives)*

Name & Occupation:

Address

Phone:

Name & Occupation:

Address

Phone:

Name & Occupation:

Address

Phone:

Name & Occupation:

Address

Phone:

## In Case of Emergency, Notify:

Name:

Relationship:

Address

Phone:

List any special skills or qualifications which you feel are relevant to the job for which you are applying:

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Have you ever been convicted of a crime? If yes, please explain below. This information will only be used in employment decisions if the conviction is substantially work related.

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In your own words describe why you are seeking employment with our company:

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The facts set forth above in my application are true and complete. I understand that, if employed, false statement on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and criminal record through any law enforcement, investigative or credit agency of your choice.

Signature of Applicant:

Date:

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