



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you currently employed? YES NO

If yes, why are you considering leaving your current job? _____

Can you perform the essential functions of the job you are applying for, with or without accommodation?

If no, please explain _____

Are you available to work? Days Nights Full Time Overtime Weekends

Education

High School: _____ City & State: _____

Years Completed _____ Did you graduate? YES NO Diploma: _____

College: _____ City & State: _____

Years Completed _____ Did you graduate? YES NO Degree: _____

Other: _____ City & State: _____

Years Completed _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references (not related to you)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Military Service (optional)

Military Branch: _____ Type of Discharge: _____ Final Rank: _____

Previous Employment (list most recent employment first)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Other Experience

List any club, organizations or associations in which you have been active, which would have a direct bearing on the job for which you are applying (do not list any which may reflect your race, religion, gender, sexual orientation or any other characteristic protected by law). Also, list any other job related skills, including machines you can operate, special courses, seminars or training, directly related to the job you are applying for.

Disclaimer and Signature

Please initial each line and sign below:

____ I AUTHORIZE THE COMPANY TO CONTACT FORMER EMPLOYERS CONCERNING QUALIFICATIONS FOR THE POSITION FOR WHICH I HAVE APPLIED. I AGREE TO RELEASE FROM LIABILITY ANY EMPLOYER OR PERSON SUPPLYING INFORMATION.

____ I UNDERSTAND EMPLOYMENT IS CONTINGENT UPON PASSING A POST-OFFER PHYSICAL EXAMINATION AND DRUG AND/OR ALCOHOL SCREENING, AND I CONSENT TO FUTURE PHYSICAL EXAMINATIONS AND DRUG AND/OR ALCOHOL SCREENINGS AS MAY BE REQUIRED AND PERMITTED BY LAW.

____ I UNDERSTAND THE COMPANY VERIFIES ELIGIBILITY TO WORK IN THE UNITED STATES BY USING THE GOVERNMENT WEBSITE E-VERIFY.

____ I WILL NOT REVEAL OR USE ANY CONFIDENTIAL INFORMATION CONCERNING THE COMPANY'S BUSINESS, INCLUDING THE METHODS OF PRODUCTION, PRICING AND NAMES OF CUSTOMERS.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my dismissal.

Signature: _____ Date: _____

THIS APPLICATION IS VALID FOR 60 DAYS FROM THE DATE SIGNED ABOVE

How did you hear about this position?

- Newspaper/Print Ad
- Job Fair
- Other _____
- Company Employee
- Placement Office
- Professional Publication
- Website

