



EMPLOYMENT APPLICATION

DATE: _____

COMPLETE NAME: _____

TELEPHONE: _____ ALTERNATE TELEPHONE: _____

PRESENT ADDRESS: _____

Referred by: _____ Are you related to any current employee? _____

How soon can you start? _____ Do you have your own transportation? _____

Currently Employed? _____ If so, may we contact your present employer? _____

Are you 18 years of age or older? YES ☐ NO ☐

I am legally eligible for employment in the U.S. YES ☐ NO ☐

AVAILABILITY

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM							
TO							

EMPLOYMENT HISTORY

FORMER EMPLOYERS (Starting with most recent)

Employer Name & Phone	START DATE	END DATE	POSITION TITLE/ DUTIES, SKILLS	PAY P/Hr., etc	REASON FOR LEAVING

Summarize other employment related to this job:

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

MILITARY

Are you a veteran? ☐ Yes ☐ No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: _____ per minute

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
Name	Address	Telephone	Occupation	Years known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____
Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.