



## APPLICATION FOR EMPLOYMENT

**Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. Please print.**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position applied for \_\_\_\_\_

Expected pay \_\_\_\_\_

Would you accept full-time work? Yes  No

Would you accept part-time work? Yes  No

On what date would you be available for work? \_\_\_\_\_

Have you ever been employed here before? Yes  No

Date \_\_\_\_\_  
 Special training or skills (languages, machine operation, etc.) that would be of special benefit in the job for which you are applying: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes  No  (If yes, proof is required)

Are you of legal age to work in the United States? Yes  No

## EDUCATION BACKGROUND

SCHOOL NAME AND LOCATION	COURSE OF STUDY	DID YOU GRADUATE?	DEGREE/DIPLOMA
Grammar School		Yes <input type="checkbox"/> No <input type="checkbox"/>	
High School		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vocational Training-other		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Membership in professional or civic organizations (Exclude those which may disclose your race, color, religion or national origin.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# EMPLOYMENT EXPERIENCE

Place an "x" by the employer(s) you do not want us to contact. List your most recent employer first.

1.  Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Worked performed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

2.  Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Worked performed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

3.  Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Worked performed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

4.  Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Worked performed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

5.  Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Worked performed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

# PERSONAL REFERENCES

(other than family members or previous employers)

1. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_