

Employment Application

Employment is available equally to everyone. Please inform us if you require reasonable accommodation for the application or interview.

Applicant Data:

How were you referred to us: _____ Date: _____

Full Name: _____
Last First Middle

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Date Available to Start: ____/____/____ Social Security Number: _____

Are you a citizen of the United States? Yes No If not, do you have work papers? Yes No

Type of employment desired: Full-time Part Time Temporary Seasonal

Have you ever pled "guilty", "no contest", or have been convicted of a crime? Yes No

If yes, give dates and details: _____

Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Education:

High School: _____ # of years completed: _____

City: _____ State: _____ Did you graduate? Yes No

Degree: _____ Major: _____ GPA: _____

College/University: _____ # of years completed: _____

City: _____ State: _____ Did you graduate? Yes No

Degree: _____ Major: _____ GPA: _____

College/University: _____ # of years completed: _____

City: _____ State: _____ Did you graduate? Yes No

Degree: _____ Major: _____ GPA: _____

Summarize Your Special Skills or Qualifications:

References:

Please furnish the names, address and telephone numbers of two people to whom you are not related and by whom you have not been employed:

Name: _____ Phone: _____

Address: _____ City: _____ State: _____

Name: _____ Phone: _____

Address: _____ City: _____ State: _____

Previous Employment: (begin with most recent)

Dates of Employment: from ____/____/____ to ____/____/____

Position(s) held: _____

Firm: _____ Phone: _____

Address: _____ City: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Position & Salary: _____ Ending Position & Salary: _____

May we contact this employer for reference? Yes No

Dates of Employment: from ____/____/____ to ____/____/____

Position(s) held: _____

Firm: _____ Phone: _____

Address: _____ City: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Position & Salary: _____ Ending Position & Salary: _____

May we contact this employer for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquires of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____