

Employment Application

(Fill in completely, even if accompanied by a resume)

Personal and General Data

Date Submitted: _____

Last Name: _____ First Name: _____ Middle: _____
 Street Address: _____ City: _____ State: _____ Zip Code: _____
 Home Telephone: () _____ - _____ Work Telephone: () _____ - _____ Social Security No: _____
 List other names under which you have worked: _____
 Email Address: _____
 Are you under 18 years of age? Yes _____ No _____ If yes, can you furnish a work permit? Yes _____ No _____
 Can you, after employment begins, submit verification of your identity and legal right to work in the U.S.? Yes _____ No _____

NOTE: Proof of right to work in the U.S. will be required upon employment

Position applied for: _____ Salary Desired: \$ _____
 Type of employment: Full-time _____ Part-time _____ Intern _____ Hours/Days Available: _____
 Date available to work: _____ Willing to work overtime? Yes _____ No _____
 How were you referred to us?: Advertisement: [] _____ Agency: [] _____
 Employee Referral: [] Referred by who? _____ Other: _____

Have you ever been convicted of a felony? (Do not include convictions that have been sealed, expunged, or statutorily eradicated) Yes _____ No _____
 If yes, give date, place, offense and outcome:

 Have you ever applied here before? Yes _____ No _____ If yes, give date: _____

Education and Training

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 5 6 7 8

School/College Name & Location	Years Completed	Course Major	Certificate/Degree	GPA

Can you furnish records of completion of those courses/degrees indicated as complete? Yes _____ No _____

Employment History

List all previous employers. Must be completed even if resume is attached. Attach additional sheet if necessary.

Present/Most Recent Employer: _____ Address: _____
Telephone: () _____ - _____ Your Job Title: _____ Start Date: _____ Leaving Date: _____
Can this employer be contacted for employment verification? Yes _____ No _____ Current or leaving Salary: \$ _____ Per Annum
Reason for leaving?: _____ Could you have remained in the employ of this company if desired? Yes _____ No _____

Name of Employer: _____ Address: _____
Telephone: () _____ - _____ Your Job Title: _____ Start Date: _____ Leaving Date: _____
Can this employer be contacted for employment verification? Yes _____ No _____ Current or leaving Salary: \$ _____ Per Annum
Reason for leaving?: _____ Could you have remained in the employ of this company if desired? Yes _____ No _____

Name of Employer: _____ Address: _____
Telephone: () _____ - _____ Your Job Title: _____ Start Date: _____ Leaving Date: _____
Can this employer be contacted for employment verification? Yes _____ No _____ Current or leaving Salary: \$ _____ Per Annum
Reason for leaving?: _____ Could you have remained in the employ of this company if desired? Yes _____ No _____

References

List three **BUSINESS** references who can tell us about your qualifications.

Name: _____ Company: _____ Title: _____
Years known: _____ Working relationship to you: _____ Telephone: () _____ - _____

Name: _____ Company: _____ Title: _____
Years known: _____ Working relationship to you: _____ Telephone: () _____ - _____

Name: _____ Company: _____ Title: _____
Years known: _____ Working relationship to you: _____ Telephone: () _____ - _____

I hereby certify that all statements given by me on this application and in accompanying documentation, are true and correct without omission. I understand that any false or misleading information or material omissions on the application, resume and/or during the interview process may disqualify me from further consideration for employment or be grounds for immediate termination.

I further authorize investigation of my past record at any time and I agree that neither potential employer, previous employers, schools, etc., shall be held liable in any respect if an employment offer is not tendered, withdrawn, or my employment is terminated due to falsity of the statements and answers in this application form or accompanying documentation. If employed, I agree to abide by company rules and regulations. Further, I understand that my employment is at-will and may be terminated at any time by either myself or employer, with or without cause. This application is not a contract and is not intended to create a contract.

I hereby acknowledge that I have read the above statement and have understood it and agreed to it.

Applicant's signature: _____

Date: _____