

Application for Employment

PERSONAL INFORMATION:

Name

Present Address

Phone Number _____ Social Security Number

Are You 18 Years or Older?

DESIRED EMPLOYMENT:

Desired Position

Date Available to Begin _____ Salary Desired

Are You Currently Employed? _____ If yes, Where?

May We Contact Your Current Employer?

EDUCATION:

High School Name & Location

Years Attended _____ Did You Graduate? _____ Subjects Studied

College Name & Location

Years Attended _____ Did You Graduate? _____ Subjects Studied

College Name & Location

Years Attended _____ Did You Graduate? _____ Subjects Studied

Any Additional Skills and/or Training

EMPLOYMENT HISTORY:

Name of Present or Last Employer

Address

Starting Date _____ Ending Date _____ Job Title

Starting Salary _____ Ending Salary _____ May We Contact? _____
Yes _____ No

Description of Responsibilities

Reason for Leaving

Name of Previous Employer

Address

Starting Date _____ Ending Date _____ Job Title

Starting Salary _____ Ending Salary _____ May We Contact? _____
Yes _____ No

Description of Responsibilities

Reason for Leaving

Name of Present or Last Employer

Address

Starting Date _____ Ending Date _____ Job Title

Starting Salary _____ Ending Salary _____ May We Contact? _____
Yes _____ No

Description of Responsibilities

Reason for Leaving

PERSONAL REFERENCES:

Below, give the names of three people you are not related to, whom you have known at least one year.

Name _____ Relationship

Phone Number _____ Years Acquainted

Name _____ Relationship

Phone Number _____ Years Acquainted

Name _____ Relationship

Phone Number _____ Years Acquainted

CRIMINAL HISTORY:

Have you been convicted of any crime other than traffic ticket within the last five years?

If yes, Explain

AUTHORIZATION:

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability from any damage that may result from utilization of such information. I also understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

Signature _____ Date _____