



# Employment Application

**Personal Data**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Last First Middle Initial

Present Address: \_\_\_\_\_  
 No Street City State Zip

Telephone No. ( ) \_\_\_\_\_ Position Applied For \_\_\_\_\_ Earnings Expected \_\_\_\_\_

Do you want to work  Full time  Part time? Specify days and hours if part time \_\_\_\_\_

If hired, I will be able to work from \_\_\_\_\_ to \_\_\_\_\_  
 month/day month/day

Have you worked for us before? \_\_\_\_\_ yes \_\_\_\_\_ no if yes, where? \_\_\_\_\_

When? \_\_\_\_\_ Supervisor? \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Are you at least 18 years of age?  yes  no

If hired, according to the Immigration Reform and Control Act of 1986, you will be required to submit proof of eligibility to work in the US.

Have you been convicted of a felony within the last five (5) years?  yes  no

If yes, please explain the conviction. \_\_\_\_\_  
 (The existence of a criminal record does not create an automatic barrier to employment)

**If an offer of employment is extended to you, we will be conducting a background check. A notice for your approval will be sent to you once the offer has been extended.**

**Education and Training**

Name of School & Location	Circle last year completed	Did you graduate		Degree Received	Major Subjects Studied
High school Name Address		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
College Name Address		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Misc. Education/Training					
List specific job skills, computer software and mechanical equipment you can operate					

**Prior Work History** (List in order, present employer first. Attach additional sheet if necessary.)

Employer Name and Telephone No.	Dates		Rate of Pay		Supervisor's Name	Reason for Leaving
	From	To	From	To		
Title: _____ Duties: _____						

## Prior Work History Continued

Employer Name and Telephone No.	Dates		Rate of Pay		Supervisor's Name	Reason for Leaving
	From	To	From	To		
Title: _____ Duties: _____						
_____						
_____						
_____						

Employer Name and Telephone No.	Dates		Rate of Pay		Supervisor's Name	Reason for Leaving
	From	To	From	To		
Title: _____ Duties: _____						
_____						
_____						
_____						

## References (Do not include relatives or personal references)

Name & Occupation	Address	Phone Number
1. _____	_____	
2. _____	_____	
3. _____	_____	

May we contact the employers listed above? \_\_\_\_\_ If not, indicated below which one(s) you do not wish us to contact.

## Summary

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist in finding the proper position, use the space below to summarize any additional information necessary to describe your full qualifications.

### Please read carefully Applicant's Certification and Agreement

I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that I if am employed, missions or falsified statement on this application shall be sufficient reason for dismissal. You are hereby authorized to make any investigation of my personal/professional history. I understand and agree that if employment is offered to me and I accept employment, my employment may be terminated at will at any time, with or without cause and with or without notice, by myself or by the company.

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