



## Employment Application

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Have you been convicted of a felony?  Yes  No If yes, what? \_\_\_\_\_

\_\_\_\_\_

Are you 18 years old or older?  Yes  No

If not, please give your date of birth: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

If you are hired, when can you start work? \_\_\_\_\_

## **EDUCATION**

### **High School**

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate?  Yes  No Date of graduation: \_\_\_\_\_

### **College**

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate?  Yes  No Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

### **Graduate School**

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate?  Yes  No Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

### **Trade or Other**

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate?  Yes  No Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

## **EMPLOYMENT HISTORY**

Beginning with your most recent employment and working back in time, please give the following information:

### **Employer 1**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### **Employer 2**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

***Employer 3***

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PERSONAL REFERENCES**

Please provide the names of two references who have not employed you and are not related to you.

**Reference 1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## **ADDITIONAL QUALIFICATIONS**

Please tell us about any other training, education, skills or achievements that you feel should be considered.

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My answers are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.

Applicant's Printed Name (F/M/L) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_