



Employment Application

- This form is intended to assist in evaluating your qualifications for employment. Applications must be filled out completely and accurately. Misleading or false information given during the interview and on this form are grounds for terminating the application process or, if discovered after employment terminating employment.
- It is the policy of this organization that all applicants will receive consideration without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, age or disability.
- The selection process of this organization may include drug testing, and/or testing for specific job related skills and personality traits to assess desirability for a particular position. Test results are the property of the employer and will remain confidential. Any offer of employment may be conditional on a passing a medical review or examination.
- If you require assistance or accommodation in completing the application form, or in any phase of the employment selection process, notify the individual who gave you this application, or the personnel manager of this organization. Efforts will be made to accommodate your needs in a timely manner.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: () Cell Phone: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO Do you have an appropriate Driver License? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? YES NO Degree: _____

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

- 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. I authorize the employers and references 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 all parties from liability for any damage that may result from furnishing same to you.
- I understand and agree that if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

Signature: _____ Date: _____