

# Application for Employment

POSITION(S) APPLIED FOR \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

TELEPHONE (\_\_\_\_) \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
AREA CODE

If you are under 18, can you furnish a work permit? .....  YES  NO  
 Have you ever been employed here before? .....  YES  NO  
 Are you legally eligible for employment in this country? .....  YES  NO  
 (Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work ..... / \_\_\_\_ / \_\_\_\_  
 Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-op  
 Have you been convicted of a felony in the last seven (7) years? .....  YES  NO  
 (Such conviction may be relevant if job-related, but does not bar you from employment.)

If yes, please explain \_\_\_\_\_

Driver's license number (If required by job) \_\_\_\_\_ State \_\_\_\_\_

**EMPLOYMENT HISTORY** List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

FROM	TO	EMPLOYER	TELEPHONE ( )
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING		HOURLY RATE/SALARY Start \$ _____ per _____ Final \$ _____ per _____	
FROM	TO	EMPLOYER	TELEPHONE ( )
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING		HOURLY RATE/SALARY Start \$ _____ per _____ Final \$ _____ per _____	
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REASON FOR LEAVING		HOURLY RATE/SALARY Start \$ _____ per _____ Final \$ _____ per _____	

AN EQUAL OPPORTUNITY EMPLOYER

## SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our Company.

## EDUCATIONAL BACKGROUND

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

## REFERENCES

NAME	TELEPHONE	YEARS KNOWN
	AREA CODE ( ) -	
	AREA CODE ( ) -	
	AREA CODE ( ) -	
	AREA CODE ( ) -	

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_