

# Application for Employment

Position You Are Applying For \_\_\_\_\_

Desired Salary \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

## PERSONAL INFORMATION

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

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

Are you a U.S. Citizen?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If selected for employment are you willing to submit to a pre-employment drug screening test?  Yes  No

## EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: \_\_\_\_\_

## EMPLOYMENT

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_ to \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position: \_\_\_\_\_

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

Supervisors Name and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact them?  Yes  No

## REFERENCES

Name	Title	Company	Phone

## Acknowledgement and Authorization

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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