



# EMPLOYMENT / JOB APPLICATION

## PERSONAL INFORMATION

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER (SSN): \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_ DESIRED PAY: \_\_\_\_\_  HOURLY  SALARY

POSITION APPLIED FOR: \_\_\_\_\_

EMPLOYMENT DESIRED:  FULL-TIME  PART-TIME  SEASONAL

## EMPLOYMENT ELIGIBILITY

ARE YOU A U.S. CITIZEN?  YES  NO\*

\*IF NO, ARE YOU ALLOWED TO WORK IN THE U.S.?  YES  NO

HAVE YOU EVER WORKED FOR THIS EMPLOYER?  YES\*  NO

\*IF YES, WRITE THE START AND END DATES - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES\*  NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_

## EDUCATION

HIGH SCHOOL: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DID YOU GRADUATE?  YES  NO

DIPLOMA: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DID YOU GRADUATE?  YES  NO

DEGREE: \_\_\_\_\_

OTHER: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE: \_\_\_\_\_

OTHER: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_



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## EMPLOYMENT HISTORY

EMPLOYER #1: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_  HOURLY  SALARY

ENDING PAY: \_\_\_\_\_  HOURLY  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER #2: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_  HOURLY  SALARY

ENDING PAY: \_\_\_\_\_  HOURLY  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER #3: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_  HOURLY  SALARY

ENDING PAY: \_\_\_\_\_  HOURLY  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

## REFERENCES

REFERENCE #1: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

REFERENCE #2: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_



# EMPLOYMENT / JOB APPLICATION

REFERENCE #3: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

## **MILITARY SERVICE**

ARE YOU A VETERAN?  YES  NO

BRANCH: \_\_\_\_\_ RANK AT DISCHARGE: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

TYPE OF DISCHARGE: \_\_\_\_\_

IF NOT HONORABLE, PLEASE EXPLAIN:

## **BACKGROUND CHECK CONSENT**

IF ASKED, WOULD YOU CONSENT TO A BACKGROUND CHECK?  YES  NO

## **DISCLAIMER**

The applicant understands that this is an Equal Opportunity Employer who is committed to excellence through diversity. To ensure this application is acceptable, please print or type with the application being fully completed for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_