

# Employment Application

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview

## APPLICANT DATA:

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

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

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

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

Date available to start: \_\_\_\_\_ SS#: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

If you are under 18 we require a work permit, can you furnish one? Yes No

Have you ever worked for this company? Yes No If yes when? \_\_\_\_\_

Are you a citizen of the United States? Yes No If not, are you legally allowed to work in the United States?

Yes No

Type of employment desired: Full-time Part-time Temporary Seasonal

Have you ever pled "guilty," "no contest," or been convicted of a crime? Yes No

If yes, give dates and details:

\_\_\_\_\_  
\_\_\_\_\_

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver's license # if applicable to position: \_\_\_\_\_ State: \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

## EDUCATION:

High School: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did you graduate? Yes No GPA: \_\_\_\_\_

College/University: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did you graduate? Yes No GPA: \_\_\_\_\_ Major: \_\_\_\_\_

Other: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did you graduate? Yes No GPA: \_\_\_\_\_ Major: \_\_\_\_\_

## REFERENCES:

Please furnish two people to whom you are not related and by whom you have not been employed:

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

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

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

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

**SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:**

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**PREVIOUS EMPLOYMENT (begin with most recent):**

1) Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Position(s) held: \_\_\_\_\_

Company: \_\_\_\_\_

Phone#: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_

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

May we contact this employer for a reference? Yes No

2) Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Position(s) held: \_\_\_\_\_

Company: \_\_\_\_\_

Phone#: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_

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

May we contact this employer for a reference? Yes No

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I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability when responding to inquiries in connection with my application.

In the even I am employed, I understand that false or misleading information given in my application or interview may result in discharge.

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