



Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

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

Position Applied for: _____

Referral Source: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked or applied for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

If necessary, what is the best time to call you? _____

If you are under 18 and it is required, can you furnish a work permit?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Are you legally eligible for employment in this Country?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Will you travel if job requires it?	YES NO <input type="checkbox"/> <input type="checkbox"/>
If they have been explained to you, are you able to meet the attendance requirements of the position?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Will you work overtime if required?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? <small>This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.</small>	YES NO <input type="checkbox"/> <input type="checkbox"/>
Drivers License number required if driving may be required in the job for which you are applying:	DL: _____ State _____
Have you ever been bonded?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Have you ever plead "guilty" or "no contest" to or been convicted of a Crime?	YES NO <input type="checkbox"/> <input type="checkbox"/>

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ 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: \$ _____

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 my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____