

PERSONAL DATA

Name (last, first, middle)

Street Address and/or Mailing Address

City

State

Zip

Home Telephone Number

Business Phone Number

Cellular Telephone Number

Date you can start work

Salary Desired

Do you have a High School Diploma or GED

POSITION INFORMATION

Hours: Full Time ☐
Part Time ☐

Days ☐
Evenings ☐

Weekdays ☐
Weekends ☐

Status: Regular ☐
Temporary ☐

Are you authorized to work in the U.S. on an unrestricted basis?

Yes: ☐

No: ☐

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)
If yes, explain:

Yes: ☐

No: ☐

Have you been told the essential functions of the job or have you viewed a copy of the job description listing the essential functions of the job?

Yes ☐ No ☐

Can you perform these essential functions of the job with or without reasonable accommodation? Yes ☐ No ☐

QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams,

REFERENCES

Please list three professional references not related to you. If you don't have three professional references, then list personal, unrelated

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary.		
Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes ☐ No ☐ N/A ☐

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary.		
Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary.		
Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary.		
Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an 'at will' employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date