 Employment Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| Application Date: | \_\_\_\_\_ | Interview Date: | \_\_\_\_\_ |

**General Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Message Telephone: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Salary Desired: $\_\_\_\_\_

Date Available: \_\_\_\_\_ Hours Available: \_\_\_\_\_  Full Time     Part Time      Temporary      Permanent

|  |  |
| --- | --- |
| Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations?  Yes  No | If hired, will you be able to work overtime?  Yes  No |
| Are you at least 18 years of age?  Yes  No | If under 18, do you have a work permit?  Yes  No |
| Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application. If yes, please explain.  Yes  No \_\_\_\_\_ | |

**Education Information**

|  |  |  |  |
| --- | --- | --- | --- |
| *School* | Address | *Major Studies* | *Degree, Diploma, License or Certificate (list type and date)* |
| High School | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| Vocation/Business/Other | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| College/university | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| College/university | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| Graduate | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| Other Special Knowledge, Skills to Qualifications (list any construction or manufacturing equipment, office skills, technical equipment or training): \_\_\_\_\_ | | | |
| Military Service (list dates, ranks and training): \_\_\_\_\_ | | | |
| For Clerical Applicants Only: Do you type?   Yes  No \_\_\_\_\_\_\_\_\_\_ Words per minute | | | |
| Computer Skills (hardware/software) \_\_\_\_\_ | | | |

Employment History

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

**Most Recent Employer**Is this your current employer?  Yes  No    May we contact this employer for references?  Yes  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employed From: \_\_\_\_\_ | Employed To: \_\_\_\_\_ | | Starting Salary: $ \_\_\_\_\_ | | Ending Salary: $ \_\_\_\_\_ |
| Employer Name: \_\_\_\_\_ | | | Employer Addess: \_\_\_\_\_ | | |
| Job Title: \_\_\_\_\_ | | Supervisor’s Name: \_\_\_\_\_ | | Supervisor’s Phone: \_\_\_\_\_ | |
| Job Duties and Responsibilities: \_\_\_\_\_ | | | | | |
| Reason for Leaving: \_\_\_\_\_ | | | | | |

**Most Recent Employer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employed From: \_\_\_\_\_ | Employed To: \_\_\_\_\_ | | Starting Salary: $ \_\_\_\_\_ | | Ending Salary: $ \_\_\_\_\_ |
| Employer Name: \_\_\_\_\_ | | | Employer Addess: \_\_\_\_\_ | | |
| Job Title: \_\_\_\_\_ | | Supervisor’s Name: \_\_\_\_\_ | | Supervisor’s Phone: \_\_\_\_\_ | |
| Job Duties and Responsibilities: \_\_\_\_\_ | | | | | |
| Reason for Leaving: \_\_\_\_\_ | | | | | |

**Most Recent Employer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employed From: \_\_\_\_\_ | Employed To: \_\_\_\_\_ | | Starting Salary: $ \_\_\_\_\_ | | Ending Salary: $ \_\_\_\_\_ |
| Employer Name: \_\_\_\_\_ | | | Employer Addess: \_\_\_\_\_ | | |
| Job Title: \_\_\_\_\_ | | Supervisor’s Name: \_\_\_\_\_ | | Supervisor’s Phone: \_\_\_\_\_ | |
| Job Duties and Responsibilities: \_\_\_\_\_ | | | | | |
| Reason for Leaving: \_\_\_\_\_ | | | | | |

**Most Recent Employer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employed From: \_\_\_\_\_ | Employed To: \_\_\_\_\_ | | Starting Salary: $ \_\_\_\_\_ | | Ending Salary: $ \_\_\_\_\_ |
| Employer Name: \_\_\_\_\_ | | | Employer Address: \_\_\_\_\_ | | |
| Job Title: \_\_\_\_\_ | | Supervisor’s Name: \_\_\_\_\_ | | Supervisor’s Phone: \_\_\_\_\_ | |
| Job Duties and Responsibilities: \_\_\_\_\_ | | | | | |
| Reason for Leaving: \_\_\_\_\_ | | | | | |

Other Information

|  |
| --- |
| **Volunteer Activities** (list organization, type of service, dates) \_\_\_\_\_ |
| **Hobbies, Interests** (optional) \_\_\_\_\_ |

Certification and Authorization

The above information is true and correct.

I authorize the Company to inquire into my education, past employment history, and references as needed to research my qualifications for this position.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for the completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |