

# Employment Application

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt./Unit #: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_ Were you referred by an employee? \_\_\_\_\_

Date available for work: \_\_\_\_\_ Salary required: \_\_\_\_\_ per \_\_\_\_\_

## Education

### High School

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years completed? \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_

### College

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

### Other

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

Special Courses (Please list any additional training you may have received, including military training, apprenticeship programs, vocational training, courses or seminars.):

# Employment History

## Present or Most Recent Employer

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

## Additional Employment History

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties:

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties:

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties:

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Briefly describe your long-term career goals

### Professional Licenses/Certifications

License/Certification	State	License Number	Date Expires

### References

(Please do not include family members or relatives)

Name	Current Position and Company	Phone Number

Have you ever been convicted of a felony or misdemeanor offense? \_\_\_\_\_

Please explain: \_\_\_\_\_

Are you legally eligible for employment in the United States of America? \_\_\_\_\_

I certify that the information I have provided in this employment application is accurate and has been completed to the best of my knowledge and ability. I understand that any falsification, misrepresentation or omission in my interviews or any other employment record, may be sufficient reason not to hire me or may be reason for dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_