

# Application for Employment

Position You Are Applying For \_\_\_\_\_

Desired Salary \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

## PERSONAL INFORMATION

|  |  |                   |                      |
|--|--|-------------------|----------------------|
| Last Name  |  | First Name        | Middle               |
| Address  |  | City              | State Zip            |
| Home Phone: _____  |  | Cell Phone: _____ | Email address: _____ |
| Social Security Number: _____  |  |                   |                      |
| Are you a U.S. Citizen? [ ] Yes [ ] No   |  |                   |                      |
| Have you ever been convicted of a felony? [ ] Yes [ ] No   |  |                   |                      |
| If selected for employment are you willing to submit to a pre-employment drug screening test? [ ] Yes [ ] No |  |                   |                      |

## EDUCATION

| School Name | Location | Years Attended | Degree Received | Major |
|-------------|----------|----------------|-----------------|-------|
|             |          |                |                 |       |
|             |          |                |                 |       |
|             |          |                |                 |       |

Other training, certifications or licenses held: \_\_\_\_\_

## EMPLOYMENT

|                                     |                             |
|-------------------------------------|-----------------------------|
| Employer: _____                     | Dates Employed: _____       |
| Work Phone: _____                   | Pay Rate: \$ _____ to _____ |
| Address: _____                      |                             |
| City: _____                         | State: _____ Zip: _____     |
| Position: _____                     |                             |
| Duties Performed: _____             |                             |
| Supervisors Name and Title: _____   |                             |
| Reason for leaving: _____           |                             |
| May we contact them? [ ] Yes [ ] No |                             |

## REFERENCES

| Name | Title | Company | Phone |
|------|-------|---------|-------|
|      |       |         |       |
|      |       |         |       |
|      |       |         |       |

## Acknowledgement and Authorization

☐ I certify that all answers given herein are true and complete to the best of my knowledge.

☐ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

☐ In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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