

22 The Cross Road Cortlandt Manor, NY 10567 (914) 737-7499

**Employment Application**

# Applicant Information

Full Name: Date:

*Last First M.I.*

Address:

*Street Address Apartment/Unit #*

*City State ZIP Code*

Phone: **( )** E-mail Address:

Date Available: Social Security No.: Desired Salary: **$**

Position Applied for:

Are you a citizen of the United States? Have you ever worked for this company? Have you ever been convicted of a felony?

YES NO

YES NO

YES NO

If no, are you authorized to work in the U.S.? If yes, when?

YES NO

If yes, explain:

# Education

High School: Address:

From: To: Did you graduate?

YES NO

Degree:

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: Company: Address: | Relationship: | Phone: | **( )** |
| Full Name: Company: Address: | Relationship: | Phone: | **( )** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: | | Relationship: | |  |  |
| Company: |  |  | Phone: | **( )** |  |
| Address: |  |  |  |  |  |
| **Previous Employment** | | | | | |
| Company: |  |  | Phone: | **( )** |  |
| Address: |  |  | Supervisor: |  |  |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |
| Responsibilities: |  |  |  |  |  |
| From: | To: | Reason for Leaving: |  |  |  |
|  |  | YES | NO |  |  |
| May we contact your previous supervisor for a reference? | | | | | |
| Company: |  |  | Phone: | **( )** |  |
| Address: |  |  | Supervisor: |  |  |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |
| Responsibilities: |  |  |  |  |  |
| From: | To: | Reason for Leaving: |  |  |  |
|  |  | YES | NO |  |  |
| May we contact your previous supervisor for a reference? | | | | | |
| Company: |  |  | Phone: | **( )** |  |
| Address: |  |  | Supervisor: |  |  |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |
| Responsibilities: |  |  |  |  |  |
| From: | To: | Reason for Leaving: |  |  |  |
|  |  | YES | NO |  |  |
| May we contact your previous supervisor for a reference? | | | | | |
| **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: | |

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