

# Generic Employment Application

- ✓ Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ Do you need an accommodation to participate in the application or interview process? ☐ Yes ☐ No

Employer \_\_\_\_\_ Job Order # \_\_\_\_\_  
Job Title \_\_\_\_\_

## PERSONAL DATA

Name \_\_\_\_\_  
Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Message Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Driver's License: Operator ☐ CDL ☐ CDL Type \_\_\_\_\_ Endorsements \_\_\_\_\_  
Are you a Veteran of Military Service ☐ Yes ☐ No

## EDUCATION

High School Diploma/GED/HiSET? ☐ Yes ☐ No Post Secondary Degree? ☐ AA ☐ BA ☐ MA ☐  
Name of school beyond High School \_\_\_\_\_  
Training Length \_\_\_\_\_ Date Completed \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_

## WORK EXPERIENCE (List most recent work experience first)

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Street / P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Phone \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_

Dates: From (mm/yy) - To (mm/yy) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

## WORK EXPERIENCE

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Street / P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Phone \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_

Dates: From (mm/yy) - To (mm/yy) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
Complete Address \_\_\_\_\_  
*Street / P.O. Box City State Zip Code*  
Job Title \_\_\_\_\_ Phone \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_

Dates: From (mm/yy) - To (mm/yy) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**WORK EXPERIENCE**

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
Complete Address \_\_\_\_\_  
*Street / P.O. Box City State Zip Code*  
Job Title \_\_\_\_\_ Phone \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_

Dates: From (mm/yy) - To (mm/yy) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION**

Volunteer Work \_\_\_\_\_  
Licenses, Certificates, special skills, etc. \_\_\_\_\_

**LIST REFERENCES (preferably persons who know about your work/training)**

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date.  
**Do you want to be informed before we contact your present employer?** ☐ Yes ☐ No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

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