

Form Template

1. Personal Information

- **Name:**
 - Full Name (First, Middle, Last)
 - **Contact Details:**
 - Current Address (Street, City, State, ZIP)
 - Email Address
 - Phone Number (Home or Mobile)
 - **Position and Availability:**
 - Position Applied For
 - Desired Salary
 - Start Date
 - Can You Work Nights? (Yes/No)
 - Are You At Least 18 Years Old? (Yes/No)
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2. Employment History

- **Work Experience:**
 - Employer Name
 - Address (Street, City, State, ZIP)
 - Supervisor's Name
 - Employment Dates (Start/End)
 - Job Title
 - Pay or Salary (Start/End)
 - Reason for Leaving
 - May We Contact This Employer? (Yes/No)
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3. Education

- **Academic Background:**
 - Highest Diploma/Degree/Certificate Earned
 - School Name (High School, Undergraduate, Graduate, Professional)
 - City, State
 - Graduation Date
 - Major/Degree/Certificate Earned
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4. Skills & Qualifications

- **Additional Information:**
 - Additional Skills, Experiences, or Certifications relevant to the position.
 - Open Text Area for any relevant experiences or skills not covered in the other sections.
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5. References

- **Professional References** (Not Relatives or Previous Employers):
 - Name
 - Job Title
 - Company
 - Address (Optional: Street, City, State, ZIP)
 - Contact Information (Phone Number, Email)
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6. Legal Information (Compliance)

- **Background Check:**
 - Have You Ever Been Convicted of a Crime? (Yes/No)
 - If "Yes", Description of the Offense (Include Date, Type (Misdemeanor/Felony), and Details)
 - **Note:** Ensure compliance with local laws, and only include necessary background questions relevant to the job.
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7. Acknowledgment

- **Terms and Consent:**
 - Acknowledge and agree that the information provided is true and accurate.
 - Consent to drug testing, background checks, and company policies.
 - Signature (Digital) and Date.