

## Employment Application

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

Name: \_\_\_\_\_  
(Last / First / Middle)

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If hired can you provide written evidence that you are authorized to work in the U.S. \_\_\_\_ Yes \_\_\_\_ No

### EDUCATION

Type	Name/Location	Course of Study	# Years Completed	Degree/ Diploma
Elementary & Jr. High	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Technical or Other	_____	_____	_____	_____

### EMPLOYMENT RECORD

Company Name /address /phone number	Kind of work	Date: Started/Left	Rate of Pay	Reason for Leaving
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

**U.S. MILITARY SERVICE**

Branch of Service: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

Rank and Type of Service: \_\_\_\_\_

Training and Experience: \_\_\_\_\_

**REFERENCES (Do Not Include Relatives)**

**Name/Occupation/Years Known/ Address/Phone Number**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**EMPLOYMENT**

Type of work desired: \_\_\_\_\_ Hourly Rate Desired: \_\_\_\_\_

How were you referred to our Organization: \_\_\_\_\_

Do you have any relatives who are employed by this organization: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, specify: \_\_\_\_\_

Is there any information we would need to know about your name, or use of another name, for us to be able to check your work record: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, specify: \_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc: \_\_\_\_\_

**MISCELLANEOUS**

Check which shift you can work:  Day  Night  Weekends Specify Hours \_\_\_\_\_

Check job status:  Full-time  Part-time (specify) \_\_\_\_\_

When will you be able to start work: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**MISCELLANEOUS**

Have you ever been convicted of a felony:  Yes  No      If yes, please provide the following:

Description of offense: \_\_\_\_\_  
\_\_\_\_\_

Date of Charge: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

County, City, State of Conviction: \_\_\_\_\_

**APPLICANT'S STATEMENT**

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

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