



Application For Employment

Personal Information

Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (____) _____

Email _____

If hired, would you have transportation to/from work? Y or N

Are you over the age of 18? Y or N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

Position and Availability

Position Applied For : _____

Salary desired: \$_____

If hired, on what date can you start working? ____ / ____ / ____

Are you available to work overtime? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation?

Y or N

If no, describe the functions that cannot be performed

Education, Training and Experience

High School:

School name: _____
School address: _____
School city, state, zip: _____
Number of years completed: _____
Did you graduate? Y or N
Degree / diploma earned: _____

College / University:

School name: _____
School address: _____
School city, state, zip: _____
Number of years completed: _____
Did you graduate? Y or N
Degree / diploma earned: _____

Vocational School:

Name: _____
Address: _____
City, state, zip: _____
Number of years completed: _____
Did you graduate? Y or N
Degree / diploma? : _____

Employment History

You should be prepared to detail each position for the past five years, and account for any gaps in employment during that period.

Are you currently employed? Y or N

Name of Employer: _____
Name of Supervisor: _____
Telephone Number: _____
Business Type: [_____
Address: _____
City, state, zip: _____
Length of Employment (Include Dates): _____
Pay Rate: _____
Position & Duties: _____
Reason for Leaving: _____

Previous Positions:

Include for each employer/position for the past two years:

Name of Employer: _____
Name of Supervisor: _____
Telephone Number: _____
Business Type: _____
Address: _____
City, state, zip: _____
Length of Employment (Include Dates): _____
Pay Rate: _____
Position & Duties: _____
Reason for Leaving: _____
May we contact this employer for references? [] Y or [] N

Name of Employer: _____
Name of Supervisor: _____
Telephone Number: _____
Business Type: _____
Address: _____
City, state, zip: _____
Length of Employment (Include Dates): _____
Pay Rate: _____
Position & Duties: _____
Reason for Leaving: _____
May we contact this employer for references? [] Y or [] N

References

List below three persons who have knowledge of your work performance within the last four years. Please include professional references only.

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____
Date _____