

Application For Employment

**PERSONAL INFORMATION:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License # \_\_\_\_\_ Class: \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone Number (\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under age 18, do you have an employment/age certificate? Yes \_\_\_ No \_\_\_

Have you ever been convicted of or pleaded no contest to a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain, include date and deposition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**POSITION/AVAILABILITY:**

Position Applied For \_\_\_\_\_

Days/Hours Available

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Are there any times during a work day you would not be available? If so, please list them and explain why: \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

**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 \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Present Or Last Position:

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May We Contact Your Present Employer? Yes \_\_\_\_ No \_\_\_\_

If no, briefly explain: \_\_\_\_\_

Previous Position:

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Three References (these may be verified):

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_
  
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_
  
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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 \_\_\_\_\_