



**APPLICATION FOR EMPLOYMENT**

DATE: \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_

LIST ANY OTHER NAMES YOU HAVE USED: \_\_\_\_\_

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? YES \_\_\_\_\_ NO \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_

DO YOU HAVE ANY RESTRICTIONS ON DAYS OR HOURS YOU ARE AVAILABLE FOR WORK? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, PLEASE DESCRIBE: \_\_\_\_\_

HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

DO YOU HAVE ANY RELATIVES WHO WORK FOR THIS COMPANY? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, THEIR NAMES \_\_\_\_\_

**EDUCATION**

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	IF YES, DEGREE AND MAJOR
Grammar School			
High School			
College			
Other			

**SPECIAL TRAINING AND SKILLS**

LIST ANY JOB RELATED SPECIAL TRAINING YOU HAVE \_\_\_\_\_

\_\_\_\_\_

LIST ANY JOB RELATED SPECIAL SKILLS YOU HAVE \_\_\_\_\_

\_\_\_\_\_

**PAST EMPLOYMENT**

1. **NAME AND ADDRESS OF MOST RECENT EMPLOYER** \_\_\_\_\_

\_\_\_\_\_

IF THIS IS A CURRENT EMPLOYER, MAY WE CONTACT THE EMPLOYER? YES \_\_\_\_\_ NO \_\_\_\_\_

JOB TITLE \_\_\_\_\_ WAGE/SALARY RATE AT END OF EMPLOYMENT \$ \_\_\_\_\_ PER \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_

NAME AND TITLE OF SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

2. **NAME AND ADDRESS OF NEXT MOST RECENT EMPLOYER** \_\_\_\_\_

\_\_\_\_\_

JOB TITLE \_\_\_\_\_ WAGE/SALARY RATE AT END OF EMPLOYMENT \$ \_\_\_\_\_ PER \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_

NAME AND TITLE OF SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

3. **NAME AND ADDRESS OF NEXT MOST RECENT EMPLOYER** \_\_\_\_\_

\_\_\_\_\_

JOB TITLE \_\_\_\_\_ WAGE/SALARY RATE AT END OF EMPLOYMENT \$ \_\_\_\_\_ PER \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_

NAME AND TITLE OF SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

ARE YOU CURRENTLY CHARGED WITH OR HAVE YOU EVER BEEN CONVICTED OF, PLEADED GUILTY TO, PLEADED NO CONTEST OR NOLO CONTENDERE TO, BEEN PAROLED FOR, RECEIVED PROBATION OR DEFERRED JUDGMENT FOR, RECEIVED A SUSPENDED IMPOSITION OF SENTENCE, OR RECEIVED SUSPENDED EXECUTION OF SENTENCE OF, ANY FELONY OR MISDEMEANOR IN ANY JURISDICTION?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PROVIDE DETAILS (DATE, JURISDICTION, CRIME INVOLVED, DISPOSITION, ETC.) \_\_\_\_\_

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(NOTE: THE EXISTENCE OF A CRIMINAL RECORD WILL NOT NECESSARILY BE AN AUTOMATIC BAR TO EMPLOYMENT.)

GIVE NAMES OF PERSONS WE MAY CONTACT TO VERIFY YOUR QUALIFICATIONS FOR EMPLOYMENT:

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

PHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

PHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

PHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_

<b>CERTIFICATION</b>
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I CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT FALSE OR MISLEADING STATEMENTS AND ANSWERS, AS WELL AS OMISSIONS OR FAILING TO FULLY ANSWER QUESTIONS SHALL DISQUALIFY ME FROM CONSIDERATION FOR EMPLOYMENT OR WILL RESULT IN MY DISMISSAL AFTER EMPLOYMENT.

I HEREBY AUTHORIZE THE COMPANY TO INVESTIGATE MY BACKGROUND, INCLUDING VERIFICATION OF CURRENT AND PAST EMPLOYMENT, CHECKING MY CRIMINAL HISTORY AND CREDIT HISTORY, VERIFICATION OF EDUCATION, AND SUCH OTHER INVESTIGATION AS THE COMPANY MAY WISH TO UNDERTAKE.

IF HIRED, I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT WILL BE CONDITIONAL AND SUBJECT TO ME SUCCESSFULLY FULFILLING ALL SCREENING REQUIREMENTS AND THAT ANY EMPLOYMENT WILL BE "AT WILL" (MEANING THAT THE COMPANY AND I HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY LAWFUL REASON, WITH OR WITHOUT ADVANCE NOTICE.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_