



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Phone: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ If no, are you authorized to work? \_\_\_\_\_

Have you ever worked for this company? \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

## Education

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Type of Degree: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Type of Degree: \_\_\_\_\_

Other School: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Type of Degree: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

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

May we contact your former supervisor for a reference? \_\_\_\_\_

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

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

May we contact your former supervisor for a reference? \_\_\_\_\_

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**References**

Please list three professional references.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_  
\_\_\_\_\_

**I certify that my answers are true and complete to the best of my knowledge.**

**If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_