



Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date: _____

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email Address: _____

Position applied for: _____ How did you hear of this opening? _____

When can you start? _____ Desired Wage \$ _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Are you looking for full-time employment? Yes No

If no, what hours are you available? _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.) Yes No

If yes, please describe conditions. _____

Education

	School Name and Location	Year	Major	Degree
High School				
College				
College				
Post College				
Other Training				

In addition to your work history, are there other skills, qualifications, or experience that we should consider?



Employment History (Start with most recent employer)

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____ May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____ May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____ May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____ May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

Attach additional information if necessary for work experience.



Professional Reference Information:

Reference Name: _____ Title: _____

Phone Number: _____ Email address: _____

Number of Years Known: _____

Reference Name: _____ Title: _____

Phone Number: _____ Email address: _____

Number of Years Known: _____

Personal Reference Information:

Reference Name: _____ Relationship: _____

Phone Number: _____ Email address: _____

Number of Years Known: _____

Reference Name: _____ Relationship: _____

Phone Number: _____ Email address: _____

Number of Years Known: _____

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature: _____ Date: _____