

PERSONAL INFORMATION

Last Name, First Name, Middle Initial

Today's Date:

Current Address, City, State, Zip

Cell Phone: _____

If necessary, best time to call: _____

Home Phone: _____

____ Cell Phone ____ Home phone

If you are under 18 and it is required, can you furnish a work permit?
____ Yes ____ No *If no, please explain:*

United States Citizen or legally eligible to work in the U. S.?
____ Yes ____ No *(if hired, eligible documentation will be required.)*

Have you ever submitted an **application** here before?
____ Yes ____ No *If yes, list dates and positions:*

Have you ever been **employed** here before?
____ Yes ____ No *If yes, list dates and positions:*

Have you ever pleaded "guilty" or "no contest" or been convicted of a crime? ____ Yes ____ No
If yes, please indicate date & details:

Position Title Applying for:

Available Start Date: _____

Are you willing to work overtime if required?
____ Yes ____ No

Are you willing to travel if the position requires?
____ Yes ____ No

Type of employment desired:
____ Full Time ____ Part Time ____ Seasonal
____ Temporary ____ Educational Co-op

Desired salary range or hourly rate of pay:
\$ _____ Per: _____

Are you employed now? ____ Yes ____ No

May we contact your current employer? ____ Yes ____ No

EDUCATION

| | Name and Location | # Years Completed | Major Area of Study | Degree/Diploma |
|-----------------------------------|-------------------|-------------------|---------------------|----------------|
| High School | | | | |
| College | | | | |
| Graduate School | | | | |
| Technical or Certificate Programs | | | | |

EMPLOYMENT APPLICATION

*** EQUAL OPPORTUNITY EMPLOYER ***

EMPLOYMENT HISTORY

Beginning with the most recent, provide the following information for your previous three employers. (If necessary, attach additional page)

| | | |
|---------------------------------------|--|------------|
| Employer: | Dates Employed: From _____ To _____ | Job Title: |
| Address: | | |
| Telephone: | Job Duties: | |
| Weekly Pay Start: _____ Finish: _____ | | |
| Reason for Leaving: | | |
| Employer: | Dates Employed: From _____ To _____ | Job Title: |
| Address: | | |
| Telephone: | Job Duties: | |
| Weekly Pay Start: _____ Finish: _____ | | |
| Reason for Leaving: | | |
| Employer: | Dates Employed: From _____ To _____ | Job Title: |
| Address: | | |
| Telephone: | Job Duties: | |
| Weekly Pay Start: _____ Finish: _____ | | |
| Reason for Leaving: | | |

EMPLOYMENT HISTORY *(continued)*

Are there any gaps in your employment, other than those due to personal illness, injury or disability?

____ Yes ____ No *If yes, please indicate date & details:*

If not addressed on the previous questions, have you ever been fired or asked to resign from a position?

____ Yes ____ No *If yes, please indicate date & details:*

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SKILLS & QUALIFICATIONS

Please summarize any special training skills, licenses and/or certificates that are relevant to the position.

COMPUTER SKILLS

Please check appropriate boxes. Include other software titles and years of experience in blank rows.

| ✓ | SOFTWARE | YEARS EXPERIENCE | ✓ | SOFTWARE | YEARS EXPERIENCE |
|---|----------------|---------------------|---|----------|---------------------|
| | Microsoft Word | | | Internet | |
| | Excel | | | | |
| | Powerpoint | | | | |
| | E-mail | | | | |

REFERENCES

Please list names of supervisors, managers, or others who can comment directly on your abilities.

| NAME | ADDRESS | PHONE # | RELATIONSHIP/OCCUPATION | YEARS KNOWN |
|------|---------|---------|-------------------------|----------------|
| | | | | |
| | | | | |
| | | | | |

*** NOTICE TO APPLICANTS & EMPLOYEES ***

Screening tests for illegal drug use may be required before hiring and during your employment here.

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 employed, false statements on this application shall be considered sufficient cause of dismissal.

Applicant Signature

Date

EMPLOYMENT APPLICATION

*** EQUAL OPPORTUNITY EMPLOYER ***