|  |  |
| --- | --- |
|  | AR Nextstep Counseling Services |

# A picture containing food  Description automatically generated

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |   |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |   | Social Security No.: |   | Desired Salary: | $  |

|  |  |
| --- | --- |
| Position Applied for: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |   |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |   | Address: |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |   | To: |   | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |   | Address: |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |   | To: |   | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |   | Address: |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |   | To: |   | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |   |

##  References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |   | Relationship: |   |
| Company: |   | Phone: |   |
| Address:  |  |  |  |
|  |  |  |  |
| Full Name: |   | Relationship: |   |
| Company: |   | Phone: |   |
| Address:  |  |  |  |
|  |  |  |  |
| Full Name: |   | Relationship: |   |
| Company: |   | Phone: |   |
| Address:  |  |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |   | Phone: |   |
| Address: |   | Supervisor: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title:  |  | Starting Salary: | $  | Ending Salary: | $  |

|  |  |
| --- | --- |
| Responsibilities: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |   | To: |   | Reason for Leaving: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |   | Phone: |   |
| Address: |   | Supervisor: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title:  |  | Starting Salary: | $  | Ending Salary: | $  |

|  |  |
| --- | --- |
| Responsibilities: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |   | To: |   | Reason for Leaving: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |   | Phone: |   |
| Address: |   | Supervisor: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title:  |  | Starting Salary: | $  | Ending Salary: | $  |

|  |  |
| --- | --- |
| Responsibilities: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |   | To: |   | Reason for Leaving: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |   | From: |   | To: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |   | Type of Discharge: |   |

|  |  |
| --- | --- |
| If other than honorable, explain: |   |

## Disclaimer and Signature

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.

Date:

Hire Date: [ ]  N/A

