



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

E-mail Address _____

Telephone (____) _____ If under 18, please list age _____

EMPLOYMENT DESIRED

Position applied for _____ Days/hours available to work: _____
 and salary desired _____

How many hours can you work weekly? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	GPA, Degree
High School				
College				
Business or Trade School				
Professional or Graduate School				
Please list current extra-curricular activities including sports & clubs; honors or other pertinent information.				

Have you ever been convicted of a felony? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

If hired, can you provide proof of U.S. citizenship Yes No
 or proof of your legal right to live and work in this country?

Have you ever been employed with this company? If yes, when? _____ Yes No

Do you have any friends or relatives employed here? Yes No

If yes, please provide their names and relationship to you. _____

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Are you currently employed? Yes No

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Have you ever been in the armed forces? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Are you now a member of the National Guard? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you able to perform all functions & duties of the job for which you are applying? Yes No

If not, please describe the functions or duties you are unable to perform. _____

REFERENCES

Please list below three people not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.		
Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Signature of applicant _____ Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Please return to: The Apple Shed 3391 Fairville Maple Ridge Rd. Newark, NY 14513
Thank you for your interest in The Apple Shed!