

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Full Name: _____ Date: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Email: _____

Are you legally eligible to work in the U.S.? ☐ Yes ☐ No

Do you have reliable transportation to and from work? ☐ Yes ☐ No

Have you ever worked for this company? ☐ Yes ☐ No If yes, when? _____

POSITION & AVAILABILITY

Position Applied for: _____

Desired Salary: \$ _____ per ☐ Hour ☐ Year

Date Available to Start: _____

Are you available to work: ☐ Full-time ☐ Part-time ☐ Weekends ☐ Overtime

EDUCATION

High School: _____ Location: _____

Did you graduate? ☐ Yes ☐ No Degree/Diploma: _____

College: _____ Location: _____

Did you graduate? ☐ Yes ☐ No Degree: _____

Other Education/Certifications: _____

EMPLOYMENT HISTORY (Start with most recent job)

Employer Name: _____ Phone: _____

Address: _____

Position Held: _____ Supervisor: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

Employer Name: _____ Phone: _____

Address: _____

Position Held: _____ Supervisor: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

Employer Name: _____ Phone: _____

Address: _____

Position Held: _____ Supervisor: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

TAX CREDIT SCREENING (WOTC PRE-QUALIFICATION)

To determine potential tax credits for employment, please answer the following:

1. Are you currently receiving **Temporary Assistance for Needy Families (TANF)** or **Supplemental Nutrition Assistance Program (SNAP)**? ☐ Yes ☐ No
2. Are you a **U.S. Military Veteran** who has been unemployed for at least 4 weeks in the past year? ☐ Yes ☐ No
3. Have you been **unemployed for 27 weeks or more** and received unemployment benefits? ☐ Yes ☐ No
4. Do you have a **disability** and are currently receiving or have received vocational rehabilitation services? ☐ Yes ☐ No
5. Are you **age 16-24 and a resident of a designated empowerment zone or rural renewal county**? ☐ Yes ☐ No

6. Have you been convicted of a felony and hired within one year after conviction or release? ☐ Yes ☐ No

(These answers will NOT affect hiring decisions but may help the company qualify for federal tax credits.)

REFERENCES

Please provide two professional references:

1. Name: _____ Relationship: _____
Company: _____ Phone: _____
2. Name: _____ Relationship: _____
Company: _____ Phone: _____

CERTIFICATION & SIGNATURE

I certify that the information provided is true and complete. I understand that providing false information may result in disqualification or termination of employment. I authorize the employer to verify information provided and contact references.

Signature: _____ Date: _____

FOR EMPLOYER USE ONLY

Interviewed By: _____ Date: _____

Position Offered: _____ Salary: \$_____ per ☐ Hour ☐ Year

Start Date: _____ Tax Credit Eligibility: ☐ Yes ☐ No