

EMPLOYMENT APPLICATION

Position Sought _____ Full-Time Part-Time

CANDIDATE INFORMATION

Name _____
Last First Middle Initial

Address _____
Street City, ST Zip Code

Phone _____ E-mail _____ Social Security Number _____

Are you able to perform the essential functions of this position with or without accommodations?
Yes No

Are you at least 18 years of age?
Yes No

Are you legally eligible for employment in the U.S.? Yes No

Indicate your hours of availability in which you are willing to work:
Any Mon Tues Wed Thu Fri Sat Sun
All Hours Day Shift (7AM – 3PM)
Afternoons (3PM – 11PM) Nights (11PM – 7AM)

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?
This information may be considered in hiring or job placement, but will not automatically disqualify you for employment.
Yes No

If yes, please explain: _____

Are you willing and able to:
Work Overtime?
Yes No

Work during holidays?
Yes No

Provide a valid Driver's License?
Yes No

If Yes: Issuing State: _____ Type: _____
Endorsements: _____

When will you be available to begin work?

Are you a veteran?
Yes No

If yes, please list duty/specialized training:

EDUCATION

	School Name & Location	Years Completed	Field of Study	Did You Graduate?	Degree/Certificate/Diploma
High School					
College/University					
Additional					

EMPLOYMENT HISTORY

List your most recent employment first, followed by previous job experience(s). Use a separate sheet of paper if needed.

Employer Name & Address:	Job Title:	Start Date:	End Date:
	Duties:		
Telephone:	Pay:	Reason for Leaving:	
	Supervisor:		

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	Duties:		
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Telephone:	Pay:	Reason for Leaving:	
	Supervisor:		

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities, or honors that should be considered, including types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications, or registrations:

REFERENCES

List three professional references:

<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>E-mail</i>	<i>Occupation</i>	<i>Years Known</i>
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<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>E-mail</i>	<i>Occupation</i>	<i>Years Known</i>
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<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>E-mail</i>	<i>Occupation</i>	<i>Years Known</i>
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NOTICE TO APPLICANT

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that falsified statements, misrepresentations, or omissions may be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you. I understand that I may make a written request for information derived from background and reference checks.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. If hired, employment is for no definite period and may be terminated at any time without prior notice. I understand and agree to the information shown above.

Signature of Applicant

Date