



EMPLOYMENT APPLICATION FORM

Applicant Information

Full Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Phone Number: _____ Email Address: _____
Position Applying For: _____
Available Start Date: _____ Desired Wage: _____
Are you legally eligible to work in the U.S.? ☐ Yes ☐ No
Have you ever worked for this company before? ☐ Yes ☐ No
If yes, when? _____

Employment History (Start with most recent)

1. Employer Name: _____
Job Title: _____ Employment Dates: From _____ To _____
Responsibilities: _____
Reason for Leaving: _____
Supervisor Name & Contact: _____

2. Employer Name: _____
Job Title: _____ Employment Dates: From _____ To _____
Responsibilities: _____
Reason for Leaving: _____
Supervisor Name & Contact: _____

3. Employer Name: _____
Job Title: _____ Employment Dates: From _____ To _____
Responsibilities: _____
Reason for Leaving: _____
Supervisor Name & Contact: _____

Education

High School: _____ City/State: _____ Graduation Year: _____
College/University: _____ City/State: _____ Graduation Year: _____
Degree Earned: _____

Certifications/Licenses: _____

Skills and Qualifications

List any relevant skills, certifications, or qualifications:

Availability

Days Available:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Shifts Available:

☐ Morning ☐ Afternoon ☐ Evening ☐ Night

References (Please list three professional references, not relatives.)

1. Name: _____

Relationship: _____ Phone: _____ Email Address: _____

2. Name: _____

Relationship: _____ Phone: _____ Email Address: _____

3. Name: _____

Relationship: _____ Phone: _____ Email Address: _____

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please provide details, including the nature of the offense, date of conviction, and jurisdiction. Note: A conviction will not necessarily disqualify you from employment, as factors such as the nature of the offense, time elapsed, and relevance to the position will be considered:

Acknowledgment and Authorization

By signing below, I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that providing false or misleading information may result in disqualification from employment consideration or termination of employment if hired. I authorize the company to verify all information provided.

Applicant Signature: _____

Date: _____

****For Office Use Only****

Interview Date: _____ Interviewer Name: _____

Notes: _____

Hired: ☐ Yes ☐ No Start Date: _____