**Application for Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | | **REFERRED BY** | **DATE** | | |
| **ADDRESS** | | **CITY** | **STATE** | | **ZIP CODE** |
| **PHONE** | | **EMAIL** | | | |
| **ARE YOU 18 YEARS OF AGE OR OLDER?** | | **ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?** | | | |
| **HAVE YOU EVER BEEN CONVICTED OF ABUSE, NEGLECT OR ANOTHER FELONY?** | | | | | |
| **POSITION** | **FULL TIME/PART TIME--# OF HRS/WEEK** | **DESIRED SALARY RANGE** | | **DATE AVAILABLE** | |

**Personal Information Equal Opportunity Employer**

**Education & Certification**

|  |  |  |  |
| --- | --- | --- | --- |
| **SECONDARY SCHOOL NAME** | **LOCATION** | **YEARS ATTENDED** | **MAJOR / DEGREE RECEIVED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **LICENSES & CERTIFICATIONS** | | | |
| **SPECIAL PROFESSIONAL TRAINING, SKILLS, AREAS OF INTEREST** | | | |

**References (PLEASE PROVIDE 3 PROFESSIONAL REFERENCES THAT YOU HAVE KNOWN / WORKED WITH FOR AT LEAST 1 YEAR)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NAME** | **RELATIONSHIP TO YOU** | **YEARS ACQUAINTED** | **PHONE** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

**Employment History (Please list current or most recent employment first)**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE OF EMPLOYMENT | NAME & ADDRESS OF EMPLOYER | POSITION | REASON FOR LEAVING |
| FROM |  |  |  |
| TO | SALARY |
| FROM |  |  |  |
| TO | SALARY |
| FROM |  |  |  |
| TO | SALARY |

**Acknowledgement & Authorization**

\_\_\_\_\_I certify that the facts contained in this application are true and complete to the best of my knowledge.

\_\_\_\_\_I authorize investigation of all statements contained in this application for employment.

\_\_\_\_\_I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant Date**