



EMPLOYMENT APPLICATION

EMPLOYEE INFORMATION

Name: _____
First Middle Last

Telephone: _____ E-mail: _____ Alternate Telephone: _____

Address: _____

Position I am applying for: _____

Are you seeking a full-time or part-time position?

Full-time: Yes No Part-time: Yes No

Are you able to work overtime if needed? Yes No

Are you currently employed? Yes No

What is your available start date? _____

I am legally eligible for employment in the USA? Yes No

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address: _____ _____ _____	Position title/duties, skills _____ _____	Start date: _____	End date: _____
Pay: \$ _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____	
Employer name and address: _____ _____ _____	Position title/duties, skills _____ _____	Start date: _____	End date: _____
Pay: \$ _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____	
Employer name and address: _____ _____ _____	Position title/duties, skills _____ _____	Start date: _____	End date: _____
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Employer name and address: _____ _____ _____	Position title/duties, skills _____ _____	Start date: _____	End date: _____
Pay: \$ _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____	

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

MILITARY

Are you veteran? Yes No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

List any special skills or training that you would bring to our workplace that may impact your performance:

REFERENCES

Name	Address	Telephone	Occupation	Years known
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Name	Address	Telephone	Occupation	Years known
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CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. 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 sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Thank you for your interest.