



# APPLICATION FOR EMPLOYMENT

**Personal Information**

Today's Date \_\_\_\_\_

Print Name \_\_\_\_\_

Phone \_\_\_\_\_

Current Address \_\_\_\_\_

Former Address \_\_\_\_\_

Referred By \_\_\_\_\_ Are you over age 18?    Yes    No

*Each applicant will be given employment consideration based on individual merit, without regard to the individual's race, color, religion, sex, national origin, the presence of a non-job related medical condition or handicap or other categories governed by applicable. We are an equal opportunity employer.*

**For Our Reference**

Position Desired \_\_\_\_\_

Salary Desired \_\_\_\_\_

Date Available \_\_\_\_\_

Have you worked here before?    Yes    No

Ever applied here before?    Yes    No    Are you related to anyone working here?    Yes    No

Are you employed now?    Yes    No    Will your present employer provide a reference?    Yes    No

Have you been convicted of any felonies?    Yes    No    If yes, describe: \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

**Employee History** *List your last four employers, beginning with the current or most recent first.*

**Employer Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Employment Dates \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Employment Dates \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Employment Dates \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Employment Dates \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Applicant Name \_\_\_\_\_

**Physical Data**

Do you have any physical or mental limitations which would restrict your job performance?    Yes    No

    If yes, please explain \_\_\_\_\_

Are you willing to take a pre-employment examination?    Yes    No

**Education**

High School \_\_\_\_\_ City/State \_\_\_\_\_

   Graduate?    Yes    No    GED?    Yes    No

College \_\_\_\_\_ City/State \_\_\_\_\_

    Major \_\_\_\_\_ Graduate?    Yes    No    Degree \_\_\_\_\_

Trade/Technical \_\_\_\_\_ City/State \_\_\_\_\_

    Major \_\_\_\_\_ Graduate?    Yes    No    Degree \_\_\_\_\_

Other \_\_\_\_\_ City/State \_\_\_\_\_

    Major \_\_\_\_\_ Graduate?    Yes    No    Degree \_\_\_\_\_

Highest level of degree obtained? \_\_\_\_\_

Highest level of degree in your field? \_\_\_\_\_

In which states are you licensed? \_\_\_\_\_

**Other Information**

List any special qualifications and/or certifications and the State of certification (if applicable) which would benefit the job position?

Military experience (dates, branch, job title, skills acquired):

    Did you receive a dishonorable discharge?    Yes    No

List any specific computer skills you have (programs, applications):

**References**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Applicant Name \_\_\_\_\_

**Additional Comments**

**Applicant's Statement**

**I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire, or, if hired, dismissal. I authorize investigation of all statements contained in this application. I understand that this application is not and is not intended to be a contract of employment. I understand and agree that my employment is for no specific period of time and may, regardless of the date of payment of my salary, be terminated at any time without previous notice.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

**Do not write below this line – for office use only.**

Notes

\_\_\_\_\_  
Employee First Name

\_\_\_\_\_  
Employee Last Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
SSN (Last 4 Digits)