



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
 Have you ever applied or worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Summarize any special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company.

\_\_\_\_\_

### Availability: List the hours you are available to work, then circle your preferred times.

**Please be specific.**

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Day							
Night							

Total Hours Desired: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

### Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If presently employed, may we contact employer? YES  NO

## Employment (Con't)

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor?                      YES      NO  
           

What other skills or training do you have which would be helpful to work for us?  
\_\_\_\_\_  
\_\_\_\_\_

## References

*Please list two references (not employer or relative).*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

## Disclaimer and Signature

*It is understood and agreed upon that my misrepresentation by me on this application will be sufficient cause for dismissal. Furthermore, I understand that I am free to resign at any time and that the Employer reserves the right to terminate my employment at any time with or without cause and without prior notice.*

*I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer for seeing such information and all others persons, corporations or organizations for furnishing such information.*

*This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.*

*I have read and understand the above statements.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_