Application for Employment

Position You Are Applying For Desired Salary Date Available for Work:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | | | | | |
|  | |  | |  | | |  |
| **Last Name** | | **First Name** | | **Middle** | | |
| **Address City** | | | | **State** | | | **Zip** |
| **Home Phone: Cell Phone: Email address:** | | | |  | | |  |
| **Social Security Number:** | | | |  | | | |
| **Are you a U.S. Citizen?** [ ] Yes [ ] No | | | |  | | | |
| **Have you ever been convicted of a felony?** [ ] Yes [ ] No | | | |  | | | |
| **If selected for employment are you willing to submit to a pre-employment drug screening test?** | | | | [ ] Yes [ ] No | | | |
| **EDUCATION** | | | | | | | |
| **School Name** | **Location** | | **Years Attended** | | **Degree Received** | **Major** | |
|  |  | |  | |  |  | |
|  |  | |  | |  |  | |
|  |  | |  | |  |  | |

# Other training, certifications or licenses held:

**Employer:**

**Dates Employed:**

**Work Phone:**

**Pay Rate:** $

**to**

**Address:**

**City:**

**State:**

**Zip:**

**Position:**

**Duties Performed:**

**Supervisors Name and Title: Reason for leaving:**

**May we contact them?** [ ] Yes [ ] No

**EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCES** | | | |
| **Name** | **Title** | **Company** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Acknowledgement and Authorization**

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant Date