



# Employment Application

**Applicant Data:****DATE:**  
**Position applied for:**

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ Mobile/Beeper/Other Phone: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

If you are under the age of 18 and we require a work permit can you furnish one?  yes  noAre you a citizen of the United States?  yes  no If, not do you have work papers?  Yes  noType of employment desired:  Full-time  Part timeHave you ever pled "guilty" or "no contest" to or been convicted of a crime?  yes  no

If yes, give dates and details: \_\_\_\_\_

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Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver's License Number: \_\_\_\_\_

**EDUCATION:**High School: \_\_\_\_\_ Did you graduate?:  yes  no

College/University \_\_\_\_\_ Address: \_\_\_\_\_

# Years completed: \_\_\_\_\_ Did you graduate:  yes  no Degree: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class rank: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

# years completed: \_\_\_\_\_ Did you graduate:  yes  no Degree: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class rank: \_\_\_\_\_

**REFERENCES (not family member):**

NAME: \_\_\_\_\_ Phone# \_\_\_\_\_

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

NAME: \_\_\_\_\_ Phone# \_\_\_\_\_

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

**GENERAL INFORMATION:**

Subjects of special Study/Research work or training Skills \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FORMER EMPLOYERS** (List in order of most recent one first):

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	MAY WE CONTACT EMPLOYER/ PHONE NUMBER	REASON FOR LEAVING
FROM _____ To					
FROM _____ To					
FROM _____ To					

**AUTHORIZATION**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.”

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

-----**DO NOT WRITE BELOW THIS LINE**-----

Remarks:

Neatness	Character
Personality	Ability
Salary	2nd interview recommended/working interview