## **EMPLOYMENT APPLICATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: |  | | | |  | | | | | | | | | | | | | |  | | Date: | | |  | | | | | |
| *Last* | | | | | *First* | | | | | | | | | | | | | | *M.I.* | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| *Street Address* | | | | | | | | | | | | | | | | | | | *Apartment/Unit #* | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | |
| *City* | | | | | | | | | | | | | | | | | | | *State* | | | | *ZIP Code* | | | | | | |
| Phone: | **(     )** | | | | | | | | E-mail Address: | | | | |  | | | | | | | | | | | | | | | |
| Date Available: |  | Desired Salary: | | | | | **$** | | | | | | | | | | | | | | | | | | | | | | |
| Do you have a valid driver’s license? *(May be required for some positions)* | | | | | | | | | | | | | | | | | | | | | | | | | | | YES  ☐ | NO  ☐ | |
| Do you have your own vehicle? *(May be required for some positions)* | | | | | | | | | | | | | | | | | | | | | | | | | | | YES  ☐ | NO  ☐ | |
| Are you a citizen of the United States? | | | | YES  ☐ | | | | NO  ☐ | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | | YES  ☐ | | | NO  ☐ |
| Are you able to provide proof that you are at least 18 years of age? | | | | | | | | | | | | | | | | | | | | | | | | | | YES  ☐ | | NO  **☐** | |
| Have you ever worked for this company? | | | | YES  ☐ | | | | NO  ☐ | | If yes, when? | | | | | |  | | | | | | | | | | | | | |
| How did you hear about us? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Military Service** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch: |  | | | | | | | | | | | | | | From: | | | |  | | | To: | | |  | | | | |
| Rank at Discharge: |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Education** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School: |  | | | | | Address: | | | | | |  | | | | | | | | | | | | | | | | | |
| Major: |  | | Did you graduate? | | | | | | | | | YES  ☐ | NO  ☐ | | | | | Degree: | |  | | | | | | | | | |
| College: |  | | | | | Address: | | | | | |  | | | | | | | | | | | | | | | | | |
| Major: |  | | Did you graduate? | | | | | | | | | YES  ☐ | NO  ☐ | | | | | Degree: | |  | | | | | | | | | |
| Other: |  | | | | | Address: | | | | | |  | | | | | | | | | | | | | | | | | |
| Major: |  | | Did you graduate? | | | | | | | | | YES  ☐ | NO  ☐ | | | | | Degree: | |  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous Employment – Please include the past 5 years.** | | | | | | | | | | | | | | | | | | | | | | |
| Company: | | |  | | | | | | | | | | Phone: | | | | | | | **(     )** | | |
| Address: | | |  | | | | | | | | | | Supervisor: | | | | | |  | | | |
| Job Title: | | |  | | | | | Starting Salary: | | | **$** | | | | | | | Ending Salary: | | | | **$** |
| Responsibilities: | | | |  | | | | | | | | | | | | | | | | | | |
| From: |  | | | | To: |  | Reason for Leaving: | | | |  | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES  ☐ | | | NO  ☐ | | | | |  | | | | | |
| Company: | | |  | | | | | | | | | | Phone: | | | | | | | **(     )** | | |
| Address: | | |  | | | | | | | | | | Supervisor: | | | | | |  | | | |
| Job Title: | | |  | | | | | Starting Salary: | | | **$** | | | | | | | Ending Salary: | | | | **$** |
| Responsibilities: | | | |  | | | | | | | | | | | | | | | | | | |
| From: |  | | | | To: |  | Reason for Leaving: | | | |  | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES  ☐ | | | NO  ☐ | | | | |  | | | | | |
| Company: | | |  | | | | | | | | | | Phone: | | | | | | | **(     )** | | |
| Address: | | |  | | | | | | | | | | Supervisor: | | | | | |  | | | |
| Job Title: | | |  | | | | | Starting Salary: | | | **$** | | | | | | | Ending Salary: | | | | **$** |
| Responsibilities: | | | |  | | | | | | | | | | | | | | | | | | |
| From: |  | | | | To: |  | Reason for Leaving: | | | |  | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES  ☐ | | | NO  ☐ | | | | |  | | | | | |
| **OTHER QUALIFICATIONS: (***Please list any certifications, language skills, or other qualifications)* | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **References** | | | | | | | | | | | | | | | | | | | | | | |
| *Please list three professional references.* | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | Relationship: | | | |  | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | Phone: | | | **(     )** | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | Relationship: | | | |  | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | Phone: | | | | | **(     )** | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | Relationship: | | | |  | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | Phone: | | | **(     )** | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | |
| **Disclaimer and Signature** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| *I have certified that the information provided on this application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated. I authorize investigation of all statements contained in this application.*  *I understand that any offer of employment by this agency is contingent upon . . .*   1. *my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States* 2. *successful completion of any pre-employment background investigations that may be required by this employee* 3. *proof of a valid driver's license and a satisfactory driving record for those positions involving driving a motor vehicle, and* 4. *meeting the physical requirements of the position, with or without accommodation.*   *No promises concerning the nature or length of my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time, and for any reason. I understand that the agency has the right to terminate my employment at any time and for any reason not prohibited by law.*  • **By checking this box, I hereby acknowledge that I have read and understand the foregoing.** | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | | |  | | | | | | | | | | | | | | | | Date: | |  | |