##  **EMPLOYMENT APPLICATION**

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| **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: |  |

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| **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)* |
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|  |
| **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** |
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| *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: |  |