



## 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: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ **Are you over Age 18?** \_\_\_\_\_

YES NO

Have you ever been convicted of a felony?

If yes, explain: \_\_\_\_\_

### Education

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

From: To: Did you graduate? graduate? \_\_\_\_\_ Degree: Degree: Degree: \_\_\_\_\_

YES NO

College: Address: From: To: \_\_\_\_\_

Did you graduate? Other: \_\_\_\_\_

YES NO YES NO

Address: From: To: Did you \_\_\_\_\_

### References

*Please list three professional references.*

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

Phone: ( ) \_\_\_\_\_ Address: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ Address: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: ( ) Address: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Starting Salary: \$ Ending Salary: \$ Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: To: Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: ( ) Address: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Starting Salary: \$ Ending Salary: \$ Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: To: Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: ( ) Address: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Starting Salary: \$ Ending Salary: \$ Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: To: Reason  
for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

**Availability**

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_  
Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: Date: