

Application for Employment

[] Part Time
[] Full Time

Date: _____ Position Desired: _____

Name: _____

Present _____ How long have you lived there? _____

Address: _____

Previous _____ How long did you live there? _____

Address: _____

Phone Number: (____) _____

Have you ever worked for this company before? [] Yes [] No

If Yes, please give dates and position: _____

Do you have any friends or relatives working here? [] Yes [] No

If Yes, Name: _____ Relationship: _____

Record of Previous Employment

Please list the names of your present or previous employers in chronological order with present or last employers listed first. Be sure to account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary.]

<u>Present or last employer</u>	<u>Employed from mo/yr</u>	<u>Starting Pay \$</u>	<u>Your title or position</u>	<u>Reason for leaving</u>
<u>Address</u>				
<u>City, State, Zip Code</u>	<u>to mo/yr</u>	<u>Final Pay \$</u>	<u>Name and title of last supervisor</u>	
<u>Telephone</u>				

<u>Present or last employer</u>	<u>Employed from mo/yr</u>	<u>Starting Pay \$</u>	<u>Your title or position</u>	<u>Reason for leaving</u>
<u>Address</u>				
<u>City, State, Zip Code</u>	<u>to mo/yr</u>	<u>Final Pay \$</u>	<u>Name and title of last supervisor</u>	
<u>Telephone</u>				

<u>Present or last employer</u>	<u>Employed from mo/yr</u>	<u>Starting Pay \$</u>	<u>Your title or position</u>	<u>Reason for leaving</u>
<u>Address</u>				
<u>City, State, Zip Code</u>	<u>to mo/yr</u>	<u>Final Pay \$</u>	<u>Name and title of last supervisor</u>	
<u>Telephone</u>				

Have you ever been terminated or asked to resign from any job? []Yes []No. If Yes, please explain:

Please explain fully any gaps in your employment history:

May we contact your current employer? []Yes []No. If No, please explain:

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying:

Have you ever used another name? []Yes []No.

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If Yes, please explain:

If hired, can you furnish proof that you are over 18 years of age? []Yes []No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? []Yes []No

List any computer skills: _____

do you have adequate transportation to and from work? []Yes []No

Explain driving record (last 5 years). Number of tickets and for what reason.

Education

School name	Years Completed	Diploma/Degree	Describe course of study or major	Describe special training, experience, skills.
Elementary:				
High School				
College/University:				
Graduate/Professional:				
Trade/Correspondence:				
Other:				

Personal References

Name	Occupation	Address	Phone Number	Number of Years Known

This application will be considered active for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.

I certify that all of the information that I have provided on this application is true and accurate.

Date _____

Signature of applicant _____