

EMPLOYMENT APPLICATION



APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address	D.O.B.	
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States? YES NO		If no, are you authorized to work in the U.S.? YES NO	
Have you ever worked for this company? YES NO		If so, when?	

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES	NO	Degree
College			Address		
From	To	Did you graduate?	YES	NO	Degree
Other			Address		
From	To	Did you graduate?	YES	NO	Degree

JOB RELATED TRAINING OR COURSE WORK (VOCATIONAL, TRADE, ETC.)				
NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE	COURSE OF STUDY	TRAINING COMPLETED

LICENSE, REGISTRATION OR CERTIFICATION (Driver License, PE, etc.)				
LICENSE, REGISTRATION, CERTIFICATION	NUMBER	DATE RECEIVED	EXPIRATION DATE	LICENSING AGENCY

REFERENCES	
<i>Please list three professional references.</i>	
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	
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			

COMPUTER SKILLS (Word, Excel, SiteManager, etc.)
What computer skills do you have?

MILITARY SERVICE		
Branch	From	To

Rank at Discharge	Type of Discharge
If other than honorable, explain	

BACKGROUND INFORMATION			
Have you ever been convicted of a felony or first degree misdemeanor?		Yes	No
If "YES", what charges?			
Where convicted?		Date of conviction	
Have you ever pled nolo contendere or pled guilty to a crime which is a felony or a first degree misdemeanor?		Yes	No
If "YES", what charges?			
Where?		Date	
Have you ever had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor?		Yes	No
If "YES", what charges?			
Where?		Date	
NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.			

DISCLAIMER AND SIGNATURE	
<p>I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees or agents for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.</p>	
Signature: _____	Date