



**Employment  
Application**

**APPLICANT DATA:**

Referred by: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Full name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ Cell: \_\_\_\_\_

Date Available to Start : \_\_\_\_\_ S.S # \_\_\_\_\_

Salary Requirement: \_\_\_\_\_

If you are under 18 and we require a work permit, can you furnish one? YES NO

If no, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Are you a citizen of the United States? YES NO

If not, are you legally allowed to work in the United States? YES NO

Type of employment desired: FULL TIME PART TIME TEMP SEASONAL

Have you ever pleaded “guilty,” “no contest,” or been convicted of a crime? YES NO

If yes, give dates and details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

**SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:**

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**PREVIOUS EMPLOYMENT (START WITH MOST RECENT POSITION):**

Dates of Employment from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position(s) Held: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  YES  NO

Answering “yes” to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

**SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:**

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**PREVIOUS EMPLOYMENT (START WITH MOST RECENT POSITION):**

Dates of Employment from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Position(s) Held: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  YES  NO

Dates of Employment from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Position(s) Held: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  YES  NO

I certify my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection to my application.

In the event I am employed, I understand that false misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_