



Employment Application

Applicant Information

Full Name: _____ Date: _____

Address: _____

Phone: () _____ Email address: _____

Date Available: _____ Social Security #: _____

Position applied for: _____ Desired salary: _____

Are you available to work: Full-Time
 Part-Time
 Temporary

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 yes, when? _____

Have you ever been bonded? Yes No

Will you travel if job requires it? Yes No

Education

High School: _____ City/State: _____

Did you graduate? Yes No

College: _____ City/State: _____

Did you graduate? Yes No

Other: _____ City/State: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Employment Experience

Start with your present or last job.

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job title: _____

Starting salary: _____ Ending salary: _____

Responsibilities: _____

Reason for leaving: _____

Dates employed: from _____ to _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job title: _____

Starting salary: _____ Ending salary: _____

Responsibilities: _____

Reason for leaving: _____

Dates employed: from _____ to _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job title: _____

Starting salary: _____ Ending salary: _____

Responsibilities: _____

Reason for leaving: _____

Dates employed: from _____ to _____

May we contact your previous supervisor for a reference? ___ Yes ___ No

Military Service

Branch: _____

From: _____ To: _____ Rank at discharge: _____

Type of discharge: _____

If other than honorable, explain: _____

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date