



Please Print All Information
Requested Except Signature

APPLICATION FOR EMPLOYMENT

Date: _____

Name: _____
Last First M.I. Maiden

Present address: _____
Street City State Zip

Phone: () _____ Alternate Phone: () _____

Social Security No. _____ - _____ - _____

Position applied for: _____ Desired salary: _____

Employment desired: ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL OR PART-TIME

List hours of availability: _____ Date You Can Start: _____

EDUCATION

Type of School	Name of School	Location	Number Years Completed	Major & Degree
High School				
College				
Bus. Or Trade School				
Professional School				

CRIMINAL HISTORY

Have you ever been convicted of a crime in the past 5 years that has not been expunged by law? ☐ NO ☐ YES

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation: _____

PREVIOUS EMPLOYERS

Place of Employment	Name of Last Supervisor	Employment Dates	Pay/Salary
Employer:			
Address:			
Reasons for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Place of Employment	Name of Last Supervisor	Employment Dates	Pay/Salary
Employer:			
Address:			
Reasons for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Place of Employment	Name of Last Supervisor	Employment Dates	Pay/Salary
Employer:			
Address:			
Reasons for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

REFERENCES

	NAME	ADDRESS & PHONE NUMBER	BUSINESS	YEARS AQUAINTED
1				
2				
3				

PLEASE READ CAREFULLY

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Signature

Date