Application for Employment

Position You Are Applying For Desired Salary

Date Available for Work:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | | | |
| **Last Name**  **First Name**  **Middle** | | | | | |
|
| **Address City State Zip**  **Home Phone: Cell Phone: Email address:**  **Social Security Number:**  **Are you a U.S. Citizen?** [ ] Yes [ ] No  **Have you ever been convicted of a felony?** [ ] Yes [ ] No  **If selected for employment are you willing to submit to a pre-employment drug screening test?** [ ] Yes [ ] No | | | | | |
|
| **EDUCATION** | |  |  |  |  |
| **School Name** | | **Location** | **Years Attended** | **Degree Received** | **Major** |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |

**Other training, certifications or licenses held:**

**EMPLOYMENT**

|  |
| --- |
| **Employer: Dates Employed:**  **Work Phone: to**  **Pay Rate:**  $  **Address:** |
|
|
| **City: State: Zip:**  **Position:** |
|
| **Duties Performed:** |
| **Supervisors Name and Title:** |
| **Reason for leaving:** |
| **May we contact them?** [ ] Yes [ ] No |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Company** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Acknowledgement and Authorization**

I certify that all answers given herein are true and complete to the best of my knowledge.

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

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

Signature of Applicant Date

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