



# EMPLOYMENT APPLICATION

Date \_\_\_\_\_

Last Name	First Name	Middle
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Application for Position of:	Date Available
Present Address-Number, Street, City, State, Zip Code	Home Phone (Include Area Code)
Mailing Address (if different from above)	Business Phone (Include Area Code)

What hours are you NOT available to work? (AM or PM) \_\_\_\_\_ What days are you NOT available to work?  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Types of Employment Preferred (Check more than one box if desired)  
 Permanent (Full Time)  Permanent (Part Time)  Temporary (Full Time) until \_\_\_\_\_  Temporary (Part Time) until \_\_\_\_\_

1. Do you have access to a car? (For some positions, a vehicle is required.) .....  Yes  No
2. Do you have a valid driver's license? .....  Yes  No
3. Are you over age 18? .....  Yes  No
4. Are you a U.S. citizen, or do you have an entry permit which allows you to work? .....  Yes  No

## EDUCATION AND TRAINING

Circle the highest grade or year completed in school: 1 2 3 4 5 6 7 8 9 10 11 12	Do you have a High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name and Location of High School
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TRAINING BEYOND HIGH SCHOOL ( College or University, Nursing, Business College, or other schools you have attended.) Under credits earned, indicate Q or Quarter Hours and S for Semester Hours.	Circle the number of years in College or University: 1 2 3 4 5 6 7 8
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NAME AND LOCATION	Dates Attended From To	Credits Earned	Major Field	GPA/Base	Degree (and Year) Conferred

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job or jobs for which you are applying. Also include relevant licenses or certificates. **Be specific.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any organizations you belong to (or have belonged to) and any job-related honors or awards you have received:

\_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. All information should be completed and reasons for any time lapse should be noted.

1. Employer	Telephone	Dates Employed		WORK PERFORMED
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
2. Employer	Telephone	Dates Employed		WORK PERFORMED
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason For Leaving				
3. Employer	Telephone	Dates Employed		WORK PERFORMED
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason For Leaving				

If you need additional space, please continue on a separate sheet of paper.

## REFERENCES:

Give name, address, and telephone number of three references who are not related to you and are not previous employees.

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## APPLICANT'S STATEMENT

I understand this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application in writing.

I certify that 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. I understand that this application is not and is not intended to be a contract of employment. I further understand said background check may also involve the Company's obtaining an investigative consumer report on me, which may cover such areas as my character, general reputation and mode of living.

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 Company.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date