



## APPLICATION FOR EMPLOYMENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

DATE AVAILABLE TO START: \_\_\_\_\_

DESIRED SALARY OR HOURLY RATE: \_\_\_\_\_

Please circle one: **BENEFITS NEEDED**      **NO BENEFITS NEEDED**      **COMPARE OPTIONS**

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	GRADUATION DATE	DEGREE EARNED
HIGH SCHOOL			
TRADE OR BUSINESS SCHOOL			
COLLEGE			
GRADUATE STUDIES			

CERTIFICATIONS: \_\_\_\_\_

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

STRONGEST TECHNICAL SKILLS	YEARS OF PROFESSIONAL EXPERIENCE
1.	
2.	
3.	
4.	
5.	

**FORMER EMPLOYERS**

List below last 3 employers, starting with the most recent

<b>NAME OF PRESENT OR LAST EMPLOYER:</b>	
<b>CITY AND STATE:</b>	
<b>JOB TITLE:</b>	
<b>NAME OF DIRECT SUPERVISOR AND TITLE:</b> (will not be contacted unless given permission)	
<b>STARTING DATE:</b>	<b>LEAVING DATE:</b>
<b>STARTING SALARY:</b>	<b>FINAL OR PRESENT SALARY:</b>
<b>BRIEF DESCRIPTION OF WORK:</b>	
<b>REASON FOR LEAVING:</b>	

<b>NAME OF PREVIOUS EMPLOYER:</b>	
<b>CITY AND STATE:</b>	
<b>JOB TITLE:</b>	
<b>NAME OF DIRECT SUPERVISOR AND TITLE:</b>	
<b>STARTING DATE:</b>	<b>LEAVING DATE:</b>
<b>STARTING SALARY:</b>	<b>FINAL OR PRESENT SALARY:</b>
<b>BRIEF DESCRIPTION OF WORK:</b>	
<b>REASON FOR LEAVING:</b>	

<b>NAME OF PREVIOUS EMPLOYER:</b>	
<b>CITY AND STATE:</b>	
<b>JOB TITLE:</b>	
<b>NAME OF DIRECT SUPERVISOR AND TITLE:</b>	
<b>STARTING DATE:</b>	<b>LEAVING DATE:</b>
<b>STARTING SALARY:</b>	<b>FINAL OR PRESENT SALARY:</b>
<b>BRIEF DESCRIPTION OF WORK:</b>	
<b>REASON FOR LEAVING:</b>	



**REFERENCES**

Please list 2 co-workers and 1 supervisor. They may be from current or previous employers.

NAME	PHONE NUMBER	RELATIONSHIP
1.		CO-WORKER
2.		CO-WORKER
3.		SUPERVISOR

**HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF YES, PLEASE LIST DATE AND NATURE OF CRIME:** \_\_\_\_\_

\_\_\_\_\_

**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 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 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.”

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_