



# EMPLOYMENT APPLICATION

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.



**Note:** Please type or print clearly.

## PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address: \_\_\_\_\_  
Street & Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

## EMPLOYMENT HISTORY

### Present or Most Recent Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor/Reference (Name & Title): \_\_\_\_\_ Supervisor/Reference (Phone #) \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

### Prior Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor/Reference (Name & Title): \_\_\_\_\_ Supervisor/Reference (Phone #) \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

## EDUCATION

High School \_\_\_\_\_ Did You Graduate: \_\_\_\_ Yes \_\_\_\_ No Attended from \_\_\_\_\_ to \_\_\_\_\_

College/University \_\_\_\_\_ Degree Earned/Major: \_\_\_\_\_ Attended from \_\_\_\_\_ to \_\_\_\_\_

## PERSONAL REFERENCES

(Not Relatives)

1) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Name Occupation Phone #

2) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Name Occupation Phone #

## POSITION INFORMATION

Position Applying for: \_\_\_\_\_ What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends? \_\_\_\_ Yes \_\_\_\_ No When would you be able to start? \_\_\_\_\_

Desired Salary \_\_\_\_\_ per \_\_\_\_\_ Please list skills you have that pertain to the position you're applying for: \_\_\_\_\_

Do you have any criminal convictions or driver license suspensions? \_\_\_\_ Yes \_\_\_\_ No If yes, please attach written explanation.

I certify that information provided in this application is true and complete. **Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Interviewed on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

Interview Notes/Comments:

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