



# Employment Application Form

**PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE**

## APPLICATION FOR EMPLOYMENT

**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS**

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Position applied for (1) \_\_\_\_\_

Days/hours available to work

and salary desired (2) \_\_\_\_\_

No Pref \_\_\_\_\_ Thur \_\_\_\_\_

(Be specific)

Mon \_\_\_\_\_ Fri \_\_\_\_\_

Tue \_\_\_\_\_ Sat \_\_\_\_\_

Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_ Weekends? \_\_\_\_\_

Employment desired \_\_\_ FULL-TIME ONLY \_\_\_ PART-TIME ONLY \_\_\_ FULL- OR PART-TIME

When available for work? \_\_\_\_\_

<u>TYPE OF SCHOOL</u>	<u>NAME OF SCHOOL</u>	<u>LOCATION</u>	<u>NUMBER OF YEARS COMPLETED</u>	<u>MAJOR &amp; DEGREE</u>
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High School \_\_\_\_\_

College \_\_\_\_\_

Bus, or Trade School \_\_\_\_\_

Professional School \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_ 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. \_\_\_\_\_



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**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES?    \_\_Yes    \_\_No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?    \_\_Yes    \_\_No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

<u>Name of employer</u> Address	<u>Name of last supervisor</u>	<u>Employment dates</u>	<u>Pay or salary</u>
City, State, Zip Code		From:	Start:
Phone number (    )		To:	Final:

Your last job title

Reason for leaving (Be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer?  Yes  No

Are you apposed to a background check provided by the employer?  Yes  No  
\*Refusal of a background check may interfere with the possible opportunity for hire\*

Did you complete this application yourself?  Yes  No

If not, who did? \_\_\_\_\_

**By signing below I agree to and attest that all the above is true and accurate.**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_\_