

# Application for Employment

1. **Position Applied For:** \_\_\_\_\_

2. **Social Security No.:** \_\_\_\_\_

3. **Full legal Name:** \_\_\_\_\_

Last Name First Middle

4. **Home Phone:** ( ) Business Phone ( )

5. **Street Address:** \_\_\_\_\_

6. **E-mail Address:** \_\_\_\_\_

City State Zip

## 7. Education:

7a. Highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

7b. Do you have a high school equivalency diploma:  Yes  No

7c. Number of years of post high school education: 1 2 3 4

8. **Name and Location of Educational Institution:** Degree Received Major / Specialty Dates Attended

8a. \_\_\_\_\_

8b. \_\_\_\_\_

8c. \_\_\_\_\_

## 9. If you plan to complete an educational program in the future, then indicate the degree or program to be completed

9a. Completion Date: \_\_\_\_\_

## 10. Work Experience: Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

10a. Job Title \_\_\_\_\_

Employer Name \_\_\_\_\_

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

\_\_\_\_\_ Phone \_\_\_\_\_

Job Duties:

Supervisor / Manager \_\_\_\_\_

Title \_\_\_\_\_

Final Salary \_\_\_\_\_

Dates (Month/ Year) \_\_\_\_\_ To \_\_\_\_\_

Hours/week \_\_\_\_\_

Reason for leaving

10b. Job Title \_\_\_\_\_

Employer Name \_\_\_\_\_

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

\_\_\_\_\_ Phone \_\_\_\_\_

Job Duties:

Supervisor / Manager \_\_\_\_\_

Title \_\_\_\_\_

Final Salary \_\_\_\_\_

Dates (Month/ Year) \_\_\_\_\_ To \_\_\_\_\_

Hours / Week \_\_\_\_\_

Reason for leaving

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

12. **Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number	Granted by (licensing board)

13. **References:**

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

14. **Miscellaneous Information:**

- 14a. Which shifts are you willing to accept:  Day  Evening  Night  Rotating  Weekends Specify shift \_\_\_\_\_
- 14b. Which job status are you willing to accept:  Full-time  Part-time \_\_\_\_\_
- 14c. Are you willing to travel:  No  Yes \_\_\_\_\_
- 14d. Please indicate your geographic preferences: \_\_\_\_\_

15. **Compliance** with the Immigration Reform and Control Act  Yes  No.  
requires that you are you legally eligible for employment in the United

Please note that under the Immigration Reform and Control Act of 1986, you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You may also be required to provide documentation should you be employed.

16. **Veteran Status:** Are you a veteran who received an honorable discharge and has:

1. Provided more than 180 consecutive days of full time active duty in the armed forces of the United States or reserve components, including the National Guard?, or
2. Have a military service disability rating fixed by the United States Veterans Affairs?  
 Yes  No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)?  Yes  No

17. **Prior Convictions:**

17a. Have you ever been convicted of any violation of law, including moving traffic violations:  Yes  No

If yes, then please provide the following:

Describe the Offense :

Statute / Ordinance (if known): \_\_\_\_\_ Date of Charge: \_\_\_\_\_ ; Date of Conviction \_\_\_\_\_

County, City, and State of Conviction: \_\_\_\_\_

18. **Work Start Date:** When will you be available to start work? If you are available as soon as you've given two weeks notice, then no dates are necessary.

\_\_\_\_ Month \_\_\_\_ Day \_\_\_\_\_ Year

19. **Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application

Dated \_\_\_\_\_

Job Applicant Signature \_\_\_\_\_