

Application for Employment

Date of Application _____ Position applied for _____

PERSONAL INFORMATION

Last Name	First Name	Middle Name	Jr/Sr.
Present Street Address	City	State	Zip Code
Home Phone	Social Security Number		
Have you ever used another name?	NO	YES	if yes, list _____
Do you have a valid driver's license?	NO	YES	

EDUCATION

	Name and Address of School	Graduated?	Years attended	Degree earned
High School				
College				
Graduate				

GENERAL INFORMATION

Date available to start:
Do you have any medical history that would limit your ability to perform the job applied for without endangering the health or safety of yourself and others? NO YES
Have you ever been convicted of any crime? NO YES (note: a conviction is not an automatic bar to employment.) If yes, please explain and state the charge, the court, the date, and the disposition of the case:
Are you currently out on bail or released on your own recognizance pending trial? NO YES If yes, please explain:

EMPLOYMENT/WORK EXPERIENCE (list last 7 years)

Company No. 1 (Present or most recent employer)		Phone Number	
Address	City	State	Zip
Employed from (month and Year)		Rate of Pay	Position Held
From	To	Starting	Ending
Describe all of your significant job duties:			
Reason for Leaving:			
		May we contact this employer?	YES NO
Company No. 2		Phone Number	
Address	City	State	Zip
Employed from (month and Year)		Rate of Pay	Position Held
From	To	Starting	Ending
Describe all of your significant job duties:			
Reason for Leaving:			
		May we contact this employer?	YES NO
Company No. 3		Phone Number	
Address	City	State	Zip
Employed from (month and Year)		Rate of Pay	Position Held
From	To	Starting	Ending
Describe all of your significant job duties:			
Reason for Leaving:			
		May we contact this employer?	YES NO
Company No. 4		Phone Number	
Address	City	State	Zip
Employed from (month and Year)		Rate of Pay	Position Held
From	To	Starting	Ending
Describe all of your significant job duties:			
Reason for Leaving:			

May we contact this employer?	YES	NO
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PERSONAL REFERENCES

List 3 references who are not friends or relatives				
Name	Address	Phone Number	How long have you known? (yrs)	Where did you meet?
Name	Address	Phone Number	How long have you known? (yrs)	Where did you meet?
Name	Address	Phone Number	How long have you known? (yrs)	Where did you meet?

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and agree to have any of the statements checked, unless I have indicated to the contrary. Further, I release parties and persons from any and all liability for any damages that result from furnishing such information that they may have. I understand that any misrepresentations, falsification, or material omission of information on this application, regardless of the time elapsed after discovery, may result my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company, my former employers and professional references harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

In consideration of my employment, I agree to conform to the rules and standards of this company. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of this company.

I hereby acknowledge that I have read, understand and agree to the above statements.

Signature of Applicant

Date