



# Employment Application

---

Name \_\_\_\_\_

Name you preferred to be called \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

## Employment Type

---

Position(s) desired \_\_\_\_\_

Are you seeking full-time work? \_\_\_\_\_ Are you seeking part-time work? \_\_\_\_\_

If necessary, are you available to work overtime? \_\_\_\_\_ Salary desired? \_\_\_\_\_

When would you be available to start work? \_\_\_\_\_

## Other Information

---

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ (If hired, verification will be required.)

Would you need any accommodation to perform the job listed? \_\_\_\_\_

List any Military Service and duty/specialized training \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Do you have reliable transportation? \_\_\_\_\_

Have you had any accidents in the past three years? \_\_\_\_\_ How many? \_\_\_\_\_

Have you had any moving violations in the past three years? \_\_\_\_\_ How many? \_\_\_\_\_

## Employment History

---

List most recent employer first and place an "X" in the margin beside any you do not want us to contact.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Position and duties: \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Position and duties: \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Position and duties: \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Position and duties: \_\_\_\_\_

### **Education and Training**

---

<b>Institution</b>	<b>No. of Yrs.</b>	<b>Field of Study</b>	<b>Degree</b>
High School _____	_____	_____	_____
College/University _____	_____	_____	_____
Business/Technical _____	_____	_____	_____
Other Training _____	_____	_____	_____

Professional Licenses, Certifications or Registrations: \_\_\_\_\_

### **Other Skills**

---

List computer, software, electronic or mechanical knowledge \_\_\_\_\_

Additional skills including supervision, other languages, etc. to which you wish to bring attention:

Please list any other experience that demonstrates your ability to do this job: \_\_\_\_\_

### **Signature of Applicant**

---

As part of the procedure for processing employment applications all information provided on this document may be verified. If you are hired and it is later determined that you have misrepresented or omitted any facts on this document, you may be discharged from your job. If hired, you will be required to produce your Social Security Card and other documentation required by the government. You will also be required to pass a physical examination and drug test.

By your signature you agree that you understand the above statement:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date