



Employment Application

Personal Information				
Name (Last, First MI)				
Address				
City, State Zip				
Home Phone Number	Primary? ☐	Cell Phone Number	Primary? ☐	
Email Address				
Driver's License (<i>if job involves any driving</i>) number , state, expiration				
Employment Desired				
Position applied for:		How did you hear about this position?		
Date available for work				
Availability: (please check all that apply) ☐ Mornings ☐ Afternoons ☐ Evenings ☐ Saturdays ☐ Sundays ☐ Fulltime ☐ Part time				
Education				
	Name and Address of School	Course of Study	Total Years Study	Degree / Diploma
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

Please complete the application as thoroughly as possible. If completing on the computer, please use the TAB key to advance throughout the application. Do not include any information that would identify any protected information such as race, religion, gender, national origin, ancestry, age, disability or any other protected status.



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Employment History

List below all present and past employers over the past ten years, starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? ☐ Yes ☐ No

1.	Employer (current ☐ Yes ☐ No)	Dates of employment: -	
Address:		City, State Zip	Reason for Leaving:
Phone Number:		Supervisor:	
Job Position:		Email Address for Supervisor:	
Essential Functions: 1. 2. 3.			
2.	Employer (current ☐ Yes ☐ No)	Dates of employment: -	
Address:		City, State Zip	Reason for Leaving
Phone Number:		Supervisor:	
Job Position:		Email Address for Supervisor:	
Essential Functions: 1. 2. 3.			
3.	Employer (current ☐ Yes ☐ No)	Dates of employment: -	
Address:		City, State Zip	Reason for Leaving
Phone Number:		Supervisor:	
Job Position:		Email Address for Supervisor:	



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Essential Functions:			
1.			
2.			
3.			
Have you ever been employed with this company before? If Yes, when?			☐ Yes ☐ No
Do you have any friends or relatives employed by this company? If Yes, please provide their names and relationships to you.			☐ Yes ☐ No
Are you currently employed?			☐ Yes ☐ No
Are you currently on "lay off" status and subject to recall?			☐ Yes ☐ No
If you are under 18 years of age, can you provide proof of your eligibility to work?			☐ Yes ☐ No
If hired, can you provide proof of your legal right to work in the U.S.?			☐ Yes ☐ No
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?			☐ Yes ☐ No
If hired, would you be able to travel or work overtime as needed?			☐ Yes ☐ No
Have you ever been convicted of a felony or misdemeanor? (This will not necessarily disqualify you from employment) If yes, please explain:			☐ Yes ☐ No
List any professional, trade business or civic activities and offices held that would be relevant to the position. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.			
List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:			
	Fluent	Good	Fair
Speak	☐	☐	☐
Read	☐	☐	☐
Write	☐	☐	☐



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Identify formal training that relates to this position:				
Identify what skills or certification you possess related to this position:				
If you are hired, what value would you add to our company?				
Additional space provided to expand on any points or questions asked previously in this application.				
References				
	Name	Phone Number	Email Address	Yrs Known
1				
2				
3				

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____