

# APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer*

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_ Tel #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Are you seeking full time or part time work?  Full Time  Part Time

If part time, what hours are you available? \_\_\_\_\_ When will you be available for work? \_\_\_\_\_

Expected Salary \_\_\_\_\_

How did you learn about the job you are applying for?  Newspaper  Website  Word of Mouth  Other \_\_\_\_\_

Have you ever been convicted or sentenced for violation of any law other than minor traffic violation? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

Have you had a prior conviction or have pled no contest (nolo contendere) within the last 10 years for child or adult abuse, neglect, exploitation, or mistreatment, or for sexual assault or assault with a deadly weapon?  Yes  No

If yes, give details: \_\_\_\_\_

Have you ever been bonded?  Yes  No Refused bond?  Yes  No

Having read the job description do you know of any reason you cannot perform the duties of this job  Yes  No

If yes, please describe: \_\_\_\_\_

## SKILLS

List any special training or skills you have which are relevant to the position you are seeking. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT EXPERIENCE Please list every prior employer. Begin with most recent:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ - \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Salary range: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for reference?  Yes  No

## EMPLOYMENT EXPERIENCE (continued)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ - \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
Salary range: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact for reference?  Yes  No

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ - \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
Salary range: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact for reference?  Yes  No

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ - \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
Salary range: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact for reference?  Yes  No

## PERSONAL REFERENCES

*(Other than former employers or relatives)*

1. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel #: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel #: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel #: \_\_\_\_\_

## EDUCATIONAL BACKGROUND

**High School:** \_\_\_\_\_ Diploma or degree: \_\_\_\_\_

Name & Address of school: \_\_\_\_\_

Highest Grade Completed \_\_\_\_\_

Nature of courses taken: \_\_\_\_\_

**College:** \_\_\_\_\_ Diploma or degree: \_\_\_\_\_

Name & Address of school: \_\_\_\_\_

Number of Years attended: \_\_\_\_\_

Nature of courses taken: \_\_\_\_\_

**Other (Business, Technical, Etc):** \_\_\_\_\_ Diploma or degree: \_\_\_\_\_

Name & Address of school: \_\_\_\_\_

Number of Years attended: \_\_\_\_\_

Nature of courses taken: \_\_\_\_\_

The facts stated herein are complete and true to the best of my knowledge. I understand that any false statement shall be cause for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date