



Employment Application

Please DO NOT substitute "See Resume" for information requested on the application form.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____

Date Available: _____ Position Applied for _____

After reviewing the job description for the position to which you have applied, are you able to perform the essential job functions with or without reasonable accommodation? YES NO

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Have you ever been convicted, entered a plea of no contest, or received a withheld judgement for any criminal offense (misdemeanor or felony)? (A conviction will not necessarily disqualify an applicant) YES NO

If yes, explain: _____

Have any of your prior employers ever disciplined you, including, but not limited to, a written warning, suspension, demotion, or termination of your employment? If so, please explain each incident by providing the date of occurrence, disciplinary action taken, facts surrounding the action (e.g., specific policy violation or performance issue), and the name of the employer. If you need additional space, please continue on a separate piece of paper. Failure to provide full disclosure may result in disqualification from employment consideration, or if hired, termination.

*: _____
*: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

(Federal law requires proof of identity and employment authorization for all new employees)

Do you have a valid driver's license? YES NO License number and State issued:

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other job-related education or certification: _____

Disclaimer and Signature

I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in my employment history. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize the Company to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

I certify the answers given by me to the foregoing questions and during any interviews are true and correct without material omissions, and understand that, if employed, omissions and/or false statements on this application or during my interviews may result in dismissal. I understand and acknowledge, that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract.

Signature: _____ Date: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____