

Application for Employment

Date: _____

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

EMPLOYMENT DESIRED

Position desired: _____

Can you perform the essential functions of the position for which you are applying? Yes No
(If you have questions about what functions are applicable to the position you are applying for, please ask interviewer before you answer this question.)

If no, please explain:

Date you are available to begin work: _____

Are you legally eligible to be employed in the United States? Yes No
(Proof of identity and eligibility will be required upon employment.)

Are you over the age of 18 years? Yes No
(If no, you may be required to provide authorization to work.)

Have you ever worked for this company before? Yes No

If yes, where: _____ Dates: _____ Job title: _____

Do you have any relatives or friends who work for this company? Yes No

If yes, who and where do they work: _____

WORK AVAILABILITY

Select your work availability: Days Nights Weekends Full Time Part Time

Days and hours available: *(If employed, notification must be provided in writing should availability change.)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

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EMPLOYMENT HISTORY cont.

Name of Employer:

(Include Street, City, State, & Zip)

Full Address:

Phone Number:

(Month/Day/Year)

(Month/Day/Year)

Employment Start Date:

Employment End Date:

Supervisor's Name and Title:

Describe the Work Performed:

Reason for Leaving:

EDUCATION

	Name and Location of School	Course of Study	No. of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

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PERSONAL REFERENCES

(Please provide three references excluding relatives)

Name: _____ Occupation: _____
(Include Street, City, State, & Zip)

Full Address: _____

Phone Number: _____

Name: _____ Occupation: _____
(Include Street, City, State, & Zip)

Full Address: _____

Phone Number: _____

Name: _____ Occupation: _____
(Include Street, City, State, & Zip)

Full Address: _____

Phone Number: _____

This company is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

IMPORTANT: PLEASE READ AND SIGN

I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can result in disqualification for employment consideration or, if hired, may be grounds for termination from the company or its subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signature: _____ Date: _____