



# Employment Application

(Please Print)

<b>1. Position Applied For:</b>							
<b>2. Date of Application:</b>							
<b>3. Full legal Name:</b>							
<small>(Last Name)</small>		<small>(First)</small>		<small>(Middle)</small>			
<b>4. Phone #'s:</b>		<b>Home:</b>		<b>Business:</b>		<b>Cell:</b>	
<b>5. Street Address:</b>							
<small>(St., Rfd, PO Box, Apt.# etc.)</small>		<small>(City)</small>		<small>(State)</small>		<small>(Zip)</small>	
<b>6. Email Address:</b>							
<b>7. Education:</b>							
7a. Highest school grade completed:		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12					
7b. Do you have a high school equivalency diploma:		<input type="checkbox"/> Yes			<input type="checkbox"/> No		
7c. Number of years of post high school education:		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
<b>8. Name and Location of Educational Institution:</b>				<b>Degree Received</b>		<b>Major / Specialty</b>	<b>Dates Attended</b>
8a.							
8b.							
8c.							
<b>9. If you plan to complete an educational program in the future, then indicate the degree or program to be completed below:</b>							
<b>10. Work Experience:</b> Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying (use back if necessary).							
10a. Job Title						Job Duties:	
Employer Name							
Employer Address							
Employer Phone							
Supervisor / Manager							
Title							
Final Salary / Wage							
Dates (Month/ Year)		From:		To:			
Hours/week						Reason for leaving:	
10b. Job Title						Job Duties:	
Employer Name							
Employer Address							
Employer Phone							
Supervisor / Manager							
Title							
Final Salary / Wage							
Dates (Month/ Year)		From:		To:			
Hours / Week						Reason for leaving:	

**11. Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

**12. Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number	Granted by (licensing board)

**13. References:**

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

**14. Miscellaneous Information:**

14a. Which shifts are you willing to accept:  Day  Evening  Night  Rotating  Weekends Specify shift hours:

14b. Which job status are you willing to accept:  Full-time  Part-time (specify)

14c. Are you willing to travel:  Yes  No

14d. Please indicate your geographic preferences:

**15. Compliance:**

Are you legally qualified to work in the United States? Yes No  
(Proof of citizenship or immigration status will be required upon employment).

**16. Veteran Status:**

Are you a veteran  Yes  No If yes, what branch of service?

**17. Prior Convictions:**

17a. Have you ever been convicted of a crime including misdemeanors? (Conviction of a crime is not an automatic bar to employment. All circumstances will be considered).  Yes  No If yes, then please provide the following (use back if necessary):

Describe the Offense :

Statute / Ordinance (if known):

Date of Charge:

Date of Conviction:

County, City, and State of Conviction:

**18. Work Start Date:**

When will you be available to start work? Date:

**19. Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact former employers, references and educational institutions listed on this application.

May we contact your current employer? Yes No

**Dated:**

**Job Applicant Signature:**