



## Employment Application

Name \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Daytime/Cell Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

Are you 16 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

### Education

	Name/Location	Graduate?	Major
High School			
College			
College			

### Employment History

Month/Year	Employer Name/Address	Position	Salary	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				

Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

# References

(Please give the names of three persons, not related to you, whom you have known at least one year)

Name	Occupation	Phone Number

## Job Position Information

For which position are you applying? \_\_\_\_\_ Salary Desired \_\_\_\_\_

When are you available to work? (*Part-time positions only*)

	Days or Evenings	Hours you can work
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Are you employed now? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, may we inquire of your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

- I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.
- I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.
- I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Interview \_\_\_\_/\_\_\_\_/\_\_\_\_ Interviewer \_\_\_\_\_ Reference check \_\_\_\_\_ Initials \_\_\_\_\_

Placement \_\_\_\_\_ Date \_\_\_\_\_