



Employment Application

Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_
Last First M.I.

Address: \_\_\_\_\_
Street Address Apartment/Unit #
City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Are you a citizen of the United States? YES NO
Are you 18 years of age or older? YES NO
If no, are you authorized to work in the U.S.? YES NO
If no, are you 16 years of age or older? YES NO

Employment Desired / Availability

Position Desired: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Have you ever worked for this company? YES NO
If yes, Where? \_\_\_\_\_ When? \_\_\_\_\_

Referred by: \_\_\_\_\_

Table with 8 columns: AVAILABLE FROM, MON, TUES, WED, THUR, FRI, SAT, SUN. Rows for START TIME and END TIME.

Preferred Shift? DAYS EVENINGS
Are you available to work on Holidays? YES NO

List any days that you cannot work: \_\_\_\_\_

Education

Table with 5 columns: School Type, NAME AND LOCATION OF SCHOOL, NO OF YEARS ATTENDED, DID YOU GRADUATE?, SUBJECTS STUDIED. Rows for HIGH SCHOOL, COLLEGE, TRADE, BUSINESS, OR VOCATIONAL SCHOOL.

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

**References**

*Please List Two Professional References:*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Business: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Business: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_