

APPLICANT TELEPHONE _____

SOCIAL SECURITYNUMBER: _____

DL# or ID _____ DOB / /

Employment Application

NAME: _____
Last First MiddleADDRESS: _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

☐

Yes

☐

No

(If yes, verification will be required.)

☐

Yes

☐

No

I AM SEEKING A PERMANENT POSITION:

IF NECESSARY FOR THE JOB I AM ABLE TO:

Are you able to perform the essential functions of the position with or without accommodations?

☐

Yes

☐

No

Work (which shifts)?

Select: _____

Work overtime?

Select: _____

Provide a valid Driver's License?

Select: _____

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one)

14_

15_

16_

18_

19_

21_

_

I WILL BE ABLE TO REPORT TO WORK _____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION:

High School _____

College/University _____

Business/Technical _____

Other (May include grammar school) _____

Yrs. Completed

Field of Study

Graduate or Degree

MILITARY SERVICE:☐

Yes

☐

No

Duty/Specialized Training: _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name Address Telephone Occupation Years known

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EMPLOYMENT:

List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for leaving
	Supervisor's Name: Telephone:	

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	Supervisor's Name: Telephone:	

EMPLOYMENT CONTINUED...

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for leaving
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		Reason for leaving
	Supervisor's Name: Telephone:	

Summarize other employment related to this job: _____

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: _____

Typing speed: _____ per minute.

Professional Licenses, Certifications or Registrations: _____

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: _____

In case of accident or illness please contact: Name: _____ Address: _____

Daytime phone: _____ Relationship: _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: _____ Date: _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section: _____