

# Employment Application

**Position** \_\_\_\_\_

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Social Security number: \_\_\_\_\_

Are you legally entitled to work in the United States?  Yes  No

Are you 18 years old or older?  Yes  No

If not, please give your date of birth: \_\_\_\_\_

## Education

### High School

Name of school: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_ Did you graduate?  Yes  No

Date of graduation: \_\_\_\_\_

### Trade School

Name of school: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_ Did you graduate?  Yes  No

Date of graduation: \_\_\_\_\_

### College

Name of school: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_ Did you graduate?  Yes  No

Date of graduation: \_\_\_\_\_ What degree did you earn? \_\_\_\_\_

### Graduate

Name of school: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Number of years attended: \_\_\_\_\_ Did you graduate?  Yes  No

Date of graduation: \_\_\_\_\_ What degree did you earn? \_\_\_\_\_

## Employment History

Beginning with your most recent employment and working back in time, please give the following information:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Job title: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of employment: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If still employed, can we contact this employer?  Yes  No

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Job title: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of employment: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If still employed, can we contact this employer?  Yes  No

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job title: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

If still employed, can we contact this employer?  Yes  No

### Personal References

Please provide the names of two references who have not employed you and are not related to you.

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Additional Qualifications

Please describe any other training, education, skills, or achievements that you feel should be considered.

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Attached to this application is a complete job description. Please review it carefully.

I understand that if I am hired, my employment will be at will. My employment may be terminated—or I may resign—at any time, with or without cause.

I have carefully reviewed this application form, and I verify that all the information that I have provided is accurate and complete. I understand that if I am hired, any false or incomplete statements on this application may result in termination of my employment.

Date application completed: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_