



Employment Application

Applicant Information											
Full Name:		<i>Last</i>			<i>First</i>			<i>M.I.</i>	Date:		
Address:		<i>Street Address</i>					<i>Apartment/Unit #</i>				
<i>City</i>				<i>State</i>		<i>Zip</i>		Start Date Available:			
Phone:		()			E-mail Address:						
Position Applied for:						Desired Salary:		\$			
Are you a citizen of the United States?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?					
Have you ever been convicted of a felony?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
If yes, explain:											
Previous Employment											
Company:						Phone:		()			
Address:						Supervisor:					
Job Title:				Starting Salary:		\$	Ending Salary:		\$		
Responsibilities:											
From:		To:		Reason for Leaving:							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Company:						Phone:		()			
Address:						Supervisor:					
Job Title:				Starting Salary:		\$	Ending Salary:		\$		
Responsibilities:											
From:		To:		Reason for Leaving:							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Company:						Phone:		()			
Address:						Supervisor:					
Job Title:				Starting Salary:		\$	Ending Salary:		\$		
Responsibilities:											
From:		To:		Reason for Leaving:							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						

Education							
High School:				Address:			
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
College:				Address:			
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Other:				Address:			
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:

References			
<i>Please list three professional references.</i>			
Full Name:			Relationship:
Company:			Phone: ()
Address:			
Full Name:			Relationship:
Company:			Phone: ()
Address:			
Full Name:			Relationship:
Company:			Phone: ()
Address:			

Military Service			
Branch:			From: To:
Rank at Discharge:			Type of Discharge:
If other than honorable, explain:			

Disclaimer and Signature	
<p><i>I certify that the facts contained in this application are true and complete to the best of my knowledge and if this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</i></p> <p><i>I authorize investigation of all statements contained herein and the references and employers 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 the company from all liability for any damage that may result from utilization of such information.</i></p> <p><i>I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.</i></p> <p><i>This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disability Act (ADA) and other relevant federal and state laws.</i></p>	
Signature: _____	Date: _____

OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE							
Interviewed by:				Date:			
Schedule Availability							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							