

# Employment Application

Today's Date: \_\_\_\_\_  
Applications are kept on file for one (1) year

## APPLICANT INFORMATION

Your Name: \_\_\_\_\_  
*Last First M.I.*

Your Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP*

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

Position You Are Applying For: \_\_\_\_\_

Are you lawfully permitted to work in the United States?  YES  NO

AVAILABILITY
Select all that apply:
<input type="checkbox"/> Full Time
<input type="checkbox"/> Part Time
<input type="checkbox"/> Mornings
<input type="checkbox"/> Afternoons
<input type="checkbox"/> Evenings
<input type="checkbox"/> Saturdays
<input type="checkbox"/> Sundays

## EDUCATION

	Did you graduate?
High School/GED: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Business, Technical, or Professional School: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
College or University: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Graduate School: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

## REFERENCES

Please list three (3) professional references (cannot be family members or people you live with):

<b>Reference 1 Name:</b> _____	Phone/Email: _____	Relationship: _____
<b>Reference 2 Name:</b> _____	Phone/Email: _____	Relationship: _____
<b>Reference 3 Name:</b> _____	Phone/Email: _____	Relationship: _____

## EMPLOYMENT EXPERIENCE

Beginning with your present or most recent employment or volunteer experience and working backward, please list jobs you've had. List all positions separately, even if with the same employer. Describe the duties you personally performed.

<b>Current/Last Employer:</b> _____ <i>Organization Name</i> <span style="float: right;"><i>City, State</i></span>
Dates of Employment: _____ Job Title: _____
Responsibilities: _____
Reason for Leaving: _____
<b>Employer 2:</b> _____ <i>Organization Name</i> <span style="float: right;"><i>City, State</i></span>
Dates of Employment: _____ Job Title: _____
Responsibilities: _____
Reason for Leaving: _____
<b>Employer 3:</b> _____ <i>Organization Name</i> <span style="float: right;"><i>City, State</i></span>
Dates of Employment: _____ Job Title: _____
Responsibilities: _____
Reason for Leaving: _____

### SPECIAL TRAINING & SKILLS

Computer Skills:

Foreign Language:

Other Skills:

### WHY ARE YOU INTERESTED IN THIS POSITION?

All statements made on this application, including employment information, are subject to verification as a condition of employment. I certify that my answers on this application are true and complete to the best of my knowledge. I understand that if this application leads to employment, false or misleading information in my application or interview may result in my dismissal.

Applicant

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please type your name above if you have read, understand, and agree to this statement.*

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