



Employment Application

Date: _____

Programs, services, and employment are equally available to everyone. Please inform the Human Resources department if you require reasonable accommodation for the application of interview.

Position Applied For: _____

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Mobile/Other: _____

Available to Start: _____ Social Security #: _____ Salary Requirements: _____

Have you worked for this company before? Y / N If yes when? _____

Are you legally allowed to work in the U.S.? Y / N

Employment type desired: _____ Full _____ Part _____ Temp _____ Seasonal

Have you ever pleaded guilty, no contest or been convicted of a crime? Y / N If yes, give details.

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness & nature of the violation, rehabilitation, and position applied for will be considered.

Drivers License #: _____ State: _____ Current? Y / N

SKILLS

Summarize your computer skills. WPM _____

Summarize your office skills. _____

Education Level: _____

Additional Education / Training: _____

PREVIOUS EMPLOYMENT (Beginning with most recent)

***Dates of employment: From _____ To _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting salary and title: _____ Ending salary and title: _____

Reason for leaving: _____

May we contact this employer for a reference? Y / N

***Dates of employment: From _____ To _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting salary and title: _____ Ending salary and title: _____

Reason for leaving: _____

May we contact this employer for a reference? Y / N

***Dates of employment: From _____ To _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting salary and title: _____ Ending salary and title: _____

Reason for leaving: _____

May we contact this employer for a reference? Y / N

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquires of my personal employment, educational, financial, and other matters as may be necessary for an employment decision. I hereby release employers, schools or individuals for all liability when responding to inquiries in connection with my application. In the even I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____

Answer the following questions at will to better help with the interview process. Answering these questions will not constitute a decision being made in the hiring processes.

Where will you be in 5 years? _____

What would your last boss tell me about you? _____

Tell me about your greatest professional accomplishment? _____
