



Position applied for: _____

Social Security number: _____

Employment Application

Name: _____

Last

First

Middle

Telephone: _____ Email: _____ Alternate telephone: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations? Yes No

Are you legally eligible for employment in the U.S.A.? (If yes, verification will be required) Yes No

I am seeking a permanent position: Yes No

If necessary for the job I am able to:

Work the following shifts: 1st 2nd 3rd Work Overtime: Yes No

Provide a valid drivers license: Yes No State: _____

List most recent 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 on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____	_____	_____	_____
_____	_____	Reason for leaving:	
_____	_____	_____	
Pay: \$	Supervisor:	Telephone:	
Per: _____	_____	_____	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____	_____	_____	_____
_____	_____	Reason for leaving:	
_____	_____	_____	
Pay: \$	Supervisor:	Telephone:	
Per: _____	_____	_____	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____	_____	_____	_____
_____	_____	Reason for leaving:	
_____	_____	_____	
Pay: \$	Supervisor:	Telephone:	
Per: _____	_____	_____	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
_____	_____	_____	_____
_____	_____	Reason for leaving:	
_____	_____	_____	
Pay: \$	Supervisor:	Telephone:	
Per: _____	_____	_____	

Summarize other employment related to this job:

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

Military Service? Yes No

Duty/specialized training: _____

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

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:

List two personal references who are not relatives or former supervisors, whom you have known at least one year.

Name	Address	Telephone	Occupation	Years known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____
 Address: _____ Relationship: _____

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 United States, have a physical examination and/or a drug test, or sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant _____ 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:

Hire Date: _____

Department: _____

Full or part time: _____

Salary/Rate: _____

Manager Approval Signature: _____