

# Employment Application

## BACKGROUND

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

If you are hired, when can you start work? \_\_\_\_\_

## EDUCATION

### *High School*

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

# of years attended: \_\_\_\_\_ Did you graduate?  Yes  No Date of graduation: \_\_\_\_\_

### *Trade School*

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

# of years attended: \_\_\_\_\_ Did you graduate?  Yes  No Date of graduation: \_\_\_\_\_

### *College*

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

# of years attended: \_\_\_\_\_ Did you graduate?  Yes  No Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

### *Graduate*

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

# of years attended: \_\_\_\_\_ Did you graduate?  Yes  No Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

## PERSONAL REFERENCES

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

**Reference 1:** Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Reference 2:** Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**EMPLOYMENT HISTORY**

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

***Employer 1***

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

***Employer 2***

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

***Employer 3***

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**ADDITIONAL QUALIFICATIONS**

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

\_\_\_\_\_

My answers are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_