



**APPLICATION FOR EMPLOYMENT**

Please Print All Information Requested Except Signature

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

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

Present address: \_\_\_\_\_  
                             *Street*  *City*  *State*    *Zip*

Phone: (    ) \_\_\_\_\_    Alternate Phone: (    ) \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Position applied for: \_\_\_\_\_    Desired salary: \_\_\_\_\_

Employment desired:    FULL-TIME ONLY    PART-TIME ONLY    FULL OR PART-TIME

List hours of availability: \_\_\_\_\_    Date You Can Start: \_\_\_\_\_

**EDUCATION**

<i>Type of School</i>	<i>Name of School</i>	<i>Location</i>	<i>Number Years Completed</i>	<i>Major &amp; Degree</i>
<i>High School</i>				
<i>College</i>				
<i>Bus. Or Trade School</i>				
<i>Professional School</i>				

**CRIMINAL HISTORY**

Have you ever been convicted of a crime in the past 5 years that has not been expunged by law?    NO    YES

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation: \_\_\_\_\_

**PREVIOUS EMPLOYERS**

<i>Place of Employment</i>	<i>Name of Last Supervisor</i>	<i>Employment Dates</i>	<i>Pay/Salary</i>
<i>Employer:</i>			
<i>Address:</i>			
<i>Reasons for leaving:</i>			
<i>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:</i>			
<i>May we contact this employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Employer:			
Address:			
Reasons for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Place of Employment</b>	<b>Name of Last Supervisor</b>	<b>Employment Dates</b>	<b>Pay/Salary</b>
Employer:			
Address:			
Reasons for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**REFERENCES**

<b>NAME</b>	<b>ADDRESS &amp; PHONE NUMBER</b>	<b>BUSINESS</b>	<b>YEARS AQUAINTED</b>
1			
2			
3			

**PLEASE READ CAREFULLY**

**AUTHORIZATION**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

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 authorize the references 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 all parties from all liability for any damage that may result from furnishing same to you.

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."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date