

Employment Application

Position: _____

Date: _____

Resume attached? Yes No

PERSONAL INFORMATION

Name (Last, First, Middle)	Home Phone Number
Address	Mobile Phone Number
City/State/Zip	E-mail Address

Are you legally authorized to work in the United States <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you applying for: <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Seasonal	What shift(s) will you work? <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends	May we contact present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT HISTORY – Begin with most recent employment

Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number

Dates From	To	Company Name	City, State
Titles and Duties –			
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Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number

EDUCATION/TRAINING - Include Technical/Academic Achievements/Courses

Have you obtained a high school diploma or GED certificate?			
School	Name & Location	Diploma/Degree	Subject of Specialization
High School			
College/University			
Specialized Courses & Training			
Specialized Courses & Training			

OTHER SPECIAL SKILLS - List other specific skills you have to offer for this job opening:

REFERENCES - Give the names of three persons not related to you

Name	Address	Telephone	Relationship

Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon or act of dishonesty for which the record has not been sealed or expunged?

Yes ___ No ___

If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of a crime. The company however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.



Are you currently out on bail, the subject of a current warrant for arrest or released on your own recognizance pending trial? Yes ___ No ___ Are you currently on parole? Yes ___ No ___

I understand as a condition of employment I may be required to undergo a federal or state background check and/or drug test. If you have misrepresented or omitted any facts on this application and are subsequently hired, you may be discharged from your job. The information on this application is true and accurate to the best of my knowledge.

Signature _____ **Date** _____