

EMPLOYMENT APPLICATION

Name		Social Security Number	
Address			
City	State	ZIP	Phone

GENERAL

Position applied for _____

How did you hear of this opening? _____

When can you start? _____ Desired Wage \$ _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?
 (You may be required to provide documentation.) Yes No

Are you looking for full-time employment? Yes No

If no, what hours are you available? _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.) Yes No

If yes, please describe conditions. _____

EMPLOYMENT HISTORY

Most Recent Employer			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address		City	State	ZIP
Telephone		Name of Supervisor		
Date Started	Starting Wage	Position Title		
Date Ended	Ending Wage	Position Title		
Responsibilities				
Reason for Leaving				
Employer			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address		City	State	ZIP
Telephone		Name of Supervisor		
Date Started	Starting Wage	Position Title		
Date Ended	Ending Wage	Position Title		
Responsibilities				
Reason for Leaving				

EDUCATION

	Name of School	Location	Number of Years Attended	Degree/Certificate
High School				
College				
Business or Trade School				
Other Education (please specify)				

OTHER INFORMATION

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone _____

Telephone _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature _____

Date _____