



## Employment Application

Application Date \_\_\_\_\_  
Position Applied For \_\_\_\_\_  
How did you find out about this position? \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Social Security Number \_\_\_\_\_ If you are under age 18, please provide your date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Are you eligible to work in the United States? Yes \_\_\_ No \_\_\_ Do you smoke? Yes \_\_\_ No \_\_\_

### AVAILABILITY

Days and Hours Available  
Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_ Sunday \_\_\_  
What date are you available to start work? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### EDUCATION

#### High School

School name \_\_\_\_\_  
Dates attended: From \_\_\_\_\_ To \_\_\_\_\_ Location \_\_\_\_\_  
Did you graduate? Yes \_\_\_ No \_\_\_ If not, did you receive your GED? Yes \_\_\_ No \_\_\_

#### Colleges Attended

Please list each college you attended and all degrees, undergraduate or graduate, you earned  
College name \_\_\_\_\_  
Location \_\_\_\_\_  
Dates attended: From \_\_\_\_\_ To \_\_\_\_\_ Field of study \_\_\_\_\_  
Degrees earned \_\_\_\_\_ Number of years attended \_\_\_\_\_  
College name \_\_\_\_\_  
Location \_\_\_\_\_  
Dates attended: From \_\_\_\_\_ To \_\_\_\_\_ Field of study \_\_\_\_\_  
Degrees earned \_\_\_\_\_ Number of years attended \_\_\_\_\_

### ADDITIONAL QUALIFICATIONS

Please list any licenses, special skills, training, or awards that are relevant to the job position:  
\_\_\_\_\_  
\_\_\_\_\_

### EMPLOYMENT HISTORY

Please list your most recent employment first.

From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Job Title \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
Promotions \_\_\_\_\_  
Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Job Title \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
Promotions \_\_\_\_\_  
Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May We Contact Your Present Employer? Yes \_\_\_ No \_\_\_

I understand that if I am hired, my employment is considered "at will," meaning that either the company or I may terminate this employment relationship at any time with or without notice. I certify that information contained in this application is true and complete.

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