



Application for Employment

PLEASE PRINT ALL INFORMATION REQUESTED

DATE: _____

NAME: _____
Last
First
Middle

PRESENT ADDRESS: _____
Number
Street
City
State
Zip

SOCIAL SECURITY: _____ - _____ - _____ TELEPHONE: _____

If under 18, please list age: _____

Position applied for: _____ Salary desired: _____

Full Time/Part Time: _____ How many hours can you work weekly? _____

Can you work weekends? _____ Date available to start: _____

AVAILABILITY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. Or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, please explain number 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 _____

DO YOU HAVE A VALID DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's License No: _____ State of Issue: _____ Expiration: _____

Have you had any accidents during the past three years? _____ How many? _____
 Have you had any moving violations during the past three years? _____ How many? _____

REFERENCES

Please list two references other than relatives or previous employers:

Name: _____ Name: _____
 Position: _____ Position: _____
 Company: _____ Company: _____
 Address: _____ Address: _____
 Telephone: _____ Telephone: _____
 Email: _____ Email: _____

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? _____ No _____ Yes
 ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? _____ No _____ Yes
 Specialty: _____ Date Entered: _____ Discharge Date: _____

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Phone	Name of last supervisor	Employment Dates	Pay or Salary
		From	Start
		To	Final
Your last job title:			
Reason for leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			
Name of employer Address City, State, Zip Phone	Name of last supervisor	Employment Dates	Pay or Salary
		From	Start
		To	Final
Your last job title:			
Reason for leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			

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