

Application for Employment

Position You Are Applying For _____

Desired Salary _____

Date Available for Work: _____

PERSONAL INFORMATION

Last Name		First Name	Middle
Address		City	State Zip
Home Phone:	Cell Phone:	Email address:	
Social Security Number:			
Are you a U.S. Citizen? ☐ Yes ☐ No			
Have you ever been convicted of a felony? ☐ Yes ☐ No			
If selected for employment are you willing to submit to a pre-employment drug screening test? ☐ Yes ☐ No			

EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: _____

EMPLOYMENT

Employer:	Dates Employed:
Work Phone:	Pay Rate: \$ _____ to _____
Address:	
City:	State: Zip:
Position:	
Duties Performed:	
Supervisors Name and Title:	
Reason for leaving:	
May we contact them? ☐ Yes ☐ No	

REFERENCES

Name	Title	Company	Phone

Acknowledgement and Authorization

- ☐ I certify that all answers given herein are true and complete to the best of my knowledge.
- ☐ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- ☐ In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.