



# Application for Employment

## Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_

## General Information

What position are you applying for? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

When are you available to start work? \_\_\_\_\_

Are you at least 18 years old?      YES      NO

    If not, can you provide a work permit?      YES      NO

Do you have reliable means of transportation to get to work?      YES      NO

Are there any times you are not able to work?      YES      NO

    If so, please explain: \_\_\_\_\_

Have you ever worked for this company before?      YES      NO

    If so, when? \_\_\_\_\_

## Education

| Level                   | Name and Location | Major / Subject | Graduated? |
|-------------------------|-------------------|-----------------|------------|
| Grammar School          |                   |                 | YES    NO  |
| High School             |                   |                 | YES    NO  |
| College                 |                   |                 | YES    NO  |
| Trade / Business School |                   |                 | YES    NO  |

Do you have special training, skills or experience that may help you qualify for this job?      YES      NO

    If so, please explain: \_\_\_\_\_

## Former Employers

(List below your last four employers, beginning with present or most recent)

| Date       | Name and Address of Employer | Job Title | Salary       | Reason for Leaving |
|------------|------------------------------|-----------|--------------|--------------------|
| From<br>To |                              |           | Start<br>End |                    |
| From<br>To |                              |           | Start<br>End |                    |
| From<br>To |                              |           | Start<br>End |                    |
| From<br>To |                              |           | Start<br>End |                    |



**References**

(Give the names of three persons, not related to you, with whom you have known at least one year)

| Name | Address and Phone Number | Business | Years Acquainted |
|------|--------------------------|----------|------------------|
|      |                          |          |                  |
|      |                          |          |                  |
|      |                          |          |                  |
|      |                          |          |                  |

**Certification and Acknowledgement**

I authorize investigation of all statement contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

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

**For Office Use Only**  
(Do not write below this line)

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Neatness \_\_\_\_\_

Personality \_\_\_\_\_

\_\_\_\_\_

Ability \_\_\_\_\_

|              |                           |
|--------------|---------------------------|
| Date of Hire | Position(s) & Pay Rate(s) |
|              |                           |