



# Application for Employment

EQUAL OPPORTUNITY EMPLOYER

## Personal Data

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Name (*last, first, middle*) \_\_\_\_\_ Date \_\_\_\_\_

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

Address \_\_\_\_\_

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

Home Phone ( ) \_\_\_\_\_ Message Phone ( ) \_\_\_\_\_

If employed, can you provide proof of authorization to work in the U.S.?  Yes  No

Position(s) applying for: \_\_\_\_\_

Referred by  Ad  Friend  Relative  Agency  Other

## Education Record

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### High School

Address \_\_\_\_\_

Did you graduate?  Yes  No

### College/University

Address \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_ Years attended 1 2 3 4

### Trade or Technical Training

Address \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_

### Graduate School

Address \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_ Years Attended 1 2 3 4

## Special Skills

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Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

Begin with most recent employer. Attach additional sheet if needed.

<b>1. Employer</b>	<b>Dates of Employment</b>
Address	
Phone (     )	Ending Salary
Title/Duties	
Supervisor's Name	
Reason for Leaving	

<b>2. Employer</b>	<b>Dates of Employment</b>
Address	
Phone (     )	Ending Salary
Title/Duties	
Supervisor's Name	
Reason for Leaving	

<b>3. Employer</b>	<b>Dates of Employment</b>
Address	
Phone (     )	Ending Salary
Title/Duties	
Supervisor's Name	
Reason for Leaving	

**Personal Data**

Have you ever been convicted of a felony?  Yes  No

Have you been convicted of a misdemeanor within the last two years which resulted in imprisonment/jail?  Yes  No

(Note: A conviction will not necessarily disqualify you from employment. The applicant should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed).

Please explain any "yes" answers to the questions above (failure to fully disclose criminal history will result in disqualification for employment, or if hired, termination of your employment):

\_\_\_\_\_

Have you been employed here before?  Yes  No    May we contact your current employer?  Yes  No

Do you know anyone who works here?  Yes  No    If "yes" who?

**Applicant's Statement**

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date