



## Employment Application

### **Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number  
(\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within  
the last  
five years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

### **Position/Availability:**

Position applying for

\_\_\_\_\_



Days Available

Monday\_\_\_\_\_

Tuesday\_\_\_\_\_

Wednesday\_\_\_\_\_

Thursday\_\_\_\_\_

Friday\_\_\_\_\_

Saturday\_\_\_\_\_

Sunday\_\_\_\_\_

Hours available: From\_\_\_\_\_to \_\_\_\_\_

What date are you available to start work?

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**Education:**

Name & address of School-Degree/diploma-Graduation date

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Skills and qualifications: Licenses, skills, training, awards

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**Employment History:**

Present or last position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



**Previous Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_



**May we contact your present employer?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**References:**

Name/Title/Address/Phone

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I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_