



## EMPLOYMENT APPLICATION

Position You Are Applying For: \_\_\_\_\_

Date you can start work: \_\_\_\_\_ Full Time:  Part Time:  Temporary:

Days & hours you are available to work:

Sunday  Hours: \_\_\_\_\_ Thursday  Hours: \_\_\_\_\_

Monday  Hours: \_\_\_\_\_ Friday  Hours: \_\_\_\_\_

Tuesday  Hours: \_\_\_\_\_ Saturday  Hours: \_\_\_\_\_

Wednesday  Hours: \_\_\_\_\_

Are you willing to work overtime?  Yes  No

### Personal Information

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

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

Are you over the age of 18?  Yes  No Birthdate: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No

If no, are you legally able to work in the US?  Yes  No

Have you used illegal drugs in the last 6 months?  Yes  No

Have you ever used illegal drugs?  Yes  No

Have you ever been a previous employee?  Yes  No

If yes, when? \_\_\_\_\_

Do you smoke?  Yes  No

Have you ever been convicted of a felony or pled

nolo contendere to a felony?  Yes  No

Are you able to perform any or all job functions with or

without reasonable accommodation?  Yes  No



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### Work History

(Start with most recent position, furnish dates & explanation for each period of employment for the past 10 years.)

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

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

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

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

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

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

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

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

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



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### Education & Training

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

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

From \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Business or Tech School: \_\_\_\_\_

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

From \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Other Training: \_\_\_\_\_

### References

List 3 business references (Do not list relatives or personal friends).

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

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

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

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

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

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

The facts set forth in my application are true and complete. I authorize my former employers to furnish all information pertaining to my work record. I hereby release my former employers from all liability on account of furnishing such information. I understand that if employed, false statements, omissions or misleading statements on this application, regardless of the time they are discovered, shall be considered sufficient cause for dismissal. I also agree that my employer shall not be held liable in any respect if my employment is terminated because of such omissions for false or misleading statements. The Company is hereby authorized to investigate my employment history, including contacting employers listed and to verify my education or training.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_