



## Employment Application Form

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4 DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present Address \_\_\_\_\_  
Number Street City State Zip

E-mail \_\_\_\_\_ Social Security Number \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Days/Hours available to work

No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position Applied For \_\_\_\_\_  
 Salary Desired \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired: \_\_\_\_\_ FULL TIME ONLY \_\_\_\_\_ PART-TIME ONLY \_\_\_\_\_ EITHER

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

| TYPE OF SCHOOL      | NAME OF SCHOOL | LOCATION<br>(Complete mailing address) | NUMBER OF YEARS COMPLETED | MAJOR & DEGREE |
|---------------------|----------------|--|---------------------------|----------------|
| High School         |                |  |                           |                |
| College             |                |  |                           |                |
| Bus.or Trade School |                |  |                           |                |
| Professional School |                |  |                           |                |

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_

**Fingerprinting and Background Checks will be required for SB9 compliance.**

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DO YOU HAVE A DRIVER'S LICENSE? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is your means of transportation to work? \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ Operator \_\_\_\_\_ Commercial (CDL) \_\_\_\_\_ Chauffeur

Have you had any accidents during the past three years? \_\_\_\_\_ How Many? \_\_\_\_\_

Have you had any moving violations during the past three years? \_\_\_\_\_ How Many? \_\_\_\_\_

OFFICE ONLY

Typing \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ 10-Key \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Word Processing \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

WPM \_\_\_\_\_

Personal Computer \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ PC \_\_\_\_\_ Mac \_\_\_\_\_ Other Skills \_\_\_\_\_

Please list two references other than relatives or previous employers.

|                     |                 |
|---------------------|-----------------|
| Name _____          | Name _____      |
| Position _____      | Position _____  |
| Company _____       | Company _____   |
| Address _____       | Address _____   |
| Telephone ( ) _____ | Telephone _____ |

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? \_\_\_\_\_ Yes \_\_\_\_\_ No

ARE YOU A CURRENT MEMBER OF THE NATIONAL GUARD? \_\_\_\_\_ Yes \_\_\_\_\_ No

MOS \_\_\_\_\_ Enlistment Date \_\_\_\_\_

Honorably Discharged? \_\_\_\_\_ Yes \_\_\_\_\_ No Discharge Date \_\_\_\_\_

Work Experience Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

| Name of Employer<br>Address<br><br>City, State, Zip Code<br>Phone Number | Name of Last Supervisor | Employment Dates | Pay or Salary |
|--|-------------------------|------------------|---------------|
|  |                         |                  | From<br>To    |
| Your Last Job Title  |                         |                  |               |

Reason for leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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|--|-------------------------|------------------|---------------|
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