



Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

Do you have the ability to perform the job related function for which you are applying? Yes No

I am available for employment on a: temporary bases established bases I am available: Full time Part time

Below mark all that apply to you: Skill level: Mark (B) for Beginning (M) for Moderate (A) for Advance

Excel Word PowerPoint Publisher Outlook Website Management Social Media Marketing

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Do you have a valid driver license? YES NO If no, explain

Have you ever been convicted of a felony? YES NO Are you 18 years of age or older? Yes No

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I hereby certify that all statements and answers that I have provided in this application for employment are true and complete to the best of my knowledge. I hereby authorize investigation of all statements and answers contained in this application for employment. I understand that any misrepresentation and or omission of facts or information herein requested shall be sufficient cause to cancel consideration of the application for employment or, if I am employed by the above listed company to terminate my appointments with such company.

I hereby agree that the above listed company and my previous employers shall not be held liable in any respect in an employment offer is not tender or is withdrawn or if my employment is terminated because one or more statements and/or answers contained in this application for employment are false. If I am employed by the above listed company, I understand that additional personal data will be required for determination of my benefits eligible and for statistical purposes, and I hereby agree, as a condition of such employment, to provide such data to the employer when requested to do so

I HEREBY ACKNOWLEDGES THAT I HAVE READ AND UNDERSTAND BOTH OF THE ABOVE PARAGRAPHS

Signature: _____ Date: _____