

**Employment Application** Date \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_ Date available \_\_\_\_\_

Position Applying For \_\_\_\_\_ Current/Past Salary \_\_\_\_\_ Desired Salary \_\_\_\_\_

Do you have the ability to perform the job-related function for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_ If No Explain Below \_\_\_\_\_

available for employment on a: Full time \_\_\_\_\_ Part time \_\_\_\_\_ Below marks your skill level: Mark (B) for Beginner (M) for Moderate (A) for Advance

Excel \_\_\_\_\_ Word \_\_\_\_\_ PowerPoint \_\_\_\_\_ Publisher \_\_\_\_\_ Outlook \_\_\_\_\_ Website Maintenance \_\_\_\_\_ Facebook \_\_\_\_\_

Tweeter \_\_\_\_\_ Instagram \_\_\_\_\_

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 \_\_\_\_\_, If yes explain \_\_\_\_\_

**EDUCATION**

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

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate Yes \_\_\_\_\_ No \_\_\_\_\_ Diploma \_\_\_\_\_

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

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate Yes \_\_\_\_\_ No \_\_\_\_\_ Diploma \_\_\_\_\_

Other \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate Yes \_\_\_\_\_ No \_\_\_\_\_ Diploma \_\_\_\_\_

**EMPLOYMENT HISTORY**

Company \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Responsibility \_\_\_\_\_ May we contact this employer Yes \_\_\_\_\_ No \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Responsibility \_\_\_\_\_ May we contact this employer Yes \_\_\_\_\_ No \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Responsibility \_\_\_\_\_ May we contact this employer Yes \_\_\_\_\_ No \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Responsibility \_\_\_\_\_ May we contact this employer Yes \_\_\_\_\_ No \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Responsibility \_\_\_\_\_ May we contact this employer Yes \_\_\_\_\_ No \_\_\_\_\_

**REFREANCE** Please provide three professional/business references

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

**MILTERY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_

Type of discharge \_\_\_\_\_ Explain If other than honorable \_\_\_\_\_

**DISCCLAMER AND SIGNUTER**

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\for 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 ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND BOTH ABOVE PARAGRAPHS**

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