

Employment Application

Date: _____

Personal Information

Name: _____

Address: _____

Street # Apt # Street Name

City

State/Prov

Zip Code/Postal

Home Number: _____ Mobile: _____

E-mail Address: _____ SSN: _____

Drivers License #: _____ License Class: _____

Employment Desired

Position applied for: _____

Date available for work: _____ Expected rate: \$ _____ /hour

Are you presently employed: ☐ Yes ☐ No

Education

	Name of School	Course of Study	Total Years of Study	Degree/Diploma
High school				
College				
University				
Trade, Business or Correspondence				

Employment History + Reference

List two (2) present and past employers, starting with the **Most Recent** employer.
List one (1) person not related to you, that has known you for at least two (2) years.

May we contact your present employer: ☐ Yes ☐ No

1.
Employer: _____ From: _____ To: _____
Month/Year Month/Year
Phone #: _____ Supervisor: _____
Position: _____
Salary: \$ _____
Reason(s) for Leaving: _____

2.
Employer: _____ From: _____ To: _____
Month/Year Month/Year
Phone #: _____ Supervisor: _____
Position: _____
Salary: \$ _____
Reason(s) for Leaving: _____

3.
Name: _____
Occupation: _____ Company: _____
Telephone #: _____
E-mail Address: _____
Relationship: _____

Additional Information

Identify formal job training that relates to this position:

Identify what skills or certifications you possess related to this position:

Have you ever been employed with this company before?

☐ Yes ☐ No

If Yes, when:

Do you have any friends or relatives employed by this company?

☐ Yes ☐ No

If Yes, please provide their names and relationship to you:

If hired, can you provide proof of citizenship in this country or proof of your legal right to work in this country

☐ Yes ☐ No

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence (DUI)

☐ Yes ☐ No
☐ N/A

If hired, do you have a reliable method of transportation to work?

☐ Yes ☐ No

If hired, would you be able to travel or work overtime as needed

☐ Yes ☐ No

- i. Submitting an employment application with false information is grounds for immediate termination of employment
- ii. By signing the application, you are granting our company permission to contact and check your references

Signature

Date
