

# Employment Application

Please print or type and complete all sections.

Today's Date: \_\_\_\_\_

## Name

Full Name:

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
M.I.

## Employment Desired

Job Applying for: \_\_\_\_\_

Position Type: ☐ Full time ☐ Part time ☐ Temporary

Salary Desired: \$ \_\_\_\_\_ Date Available: \_\_\_\_\_

## Personal

Address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apartment/Unit #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

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

Are you a citizen of the United States? ☐ Yes ☐ No

If no, are you authorized to work in the U.S.? ☐ Yes ☐ No

If hired, can you furnish proof of eligibility? ☐ Yes ☐ No

Are you 18 years or older? ☐ Yes ☐ No

Can you perform the essential functions of the position you are applying for? ☐ Yes ☐ No

Have you ever worked or attended school under another name? ☐ Yes ☐ No

If yes, give details: \_\_\_\_\_

Have you ever worked for this organization? ☐ Yes ☐ No If yes, when?: \_\_\_\_\_

Have you ever applied here before? ☐ Yes ☐ No If yes, when?: \_\_\_\_\_

Are you presently employed? ☐ Yes ☐ No

If yes, may we contact your current employer for a reference? ☐ Yes ☐ No

Have you ever been fired or asked to resign from a job? ☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

If yes, give details.

---

---

## Education

High School or GED: \_\_\_\_\_ Address: \_\_\_\_\_

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

Vocational or Technical: \_\_\_\_\_ Address: \_\_\_\_\_

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

College or University: \_\_\_\_\_ Address: \_\_\_\_\_

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

Graduate School: \_\_\_\_\_ Address: \_\_\_\_\_

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

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

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

Do you have other skills or training that would be helpful for the job? If yes, please explain.

---

---

---

## Employment History

Please list employers starting with the current or most recent. A job offer may be contingent on acceptable references from employers. Please explain any gaps in employment.

**EMPLOYER 1 (CURRENT OR MOST RECENT)**

Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

**EMPLOYER 2**

Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

### EMPLOYER 3

Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

Gaps in Employment

\_\_\_\_\_  
\_\_\_\_\_

### Volunteer Activities and Professional Memberships

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

Responsibilities: \_\_\_\_\_ Years Active: \_\_\_\_\_

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

Responsibilities: \_\_\_\_\_ Years Active: \_\_\_\_\_

### Certification

I hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug Free Workplace and may be required to submit to testing for the presence of drugs as a condition of employment.

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