

Employment Application

Applicant Information

Full Name: _____ *Last* _____ *First* _____ *M.I.* _____ DOB: _____

Address: _____ *Street Address* _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Phone: _____ Email: _____

Date Available to Start: _____ **Time of Day Available:** _____ Desired Salary: \$ _____

Are you available to work all weekends and all holidays? YES NO Part-time or Full-time _____

Position Applied for: _____

Have you ever worked for this company? YES NO If yes, when? _____

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 Degree: _____

Other: _____ Address: _____

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

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Disclaimer and Signature

*I certify that my answers on this application are true and complete to the best of my knowledge.
I understand that false or misleading information in my application or interview is grounds for refusal to hire or, if hired, dismissal.
I hereby authorize any of the persons or organizations listed in my application to give all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and release all such parties from all liability that may result from furnishing such information to you. I authorize you to request and receive such information.
In consideration for my employment, and my being considered for employment by your company, I agree to adhere to the rules and regulations of the company, which rules may be changed, withdrawn, added, or interpreted at any time, at the company's sole option and without prior notice to me.
In addition, I acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without prior notice, at any time, at the option of either the company or me.
I understand that nothing in this application is intended to create or imply a contractual relationship. If hired, I understand that employment is "at-will" and may be terminated by myself or the company at any time, for any reason, with or without prior notice.
I hereby acknowledge that I have been advised that this application will remain active for no more than 90 days from the date it was signed.*