

# Application for Employment

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
           First                      Middle Initial                      Last

Address: \_\_\_\_\_  
    Street                      Apt/Suite#                      City                      State                      Zip

How long at this address \_\_\_\_\_ Previous Address \_\_\_\_\_

Position you are applying for \_\_\_\_\_ Full-time \_\_\_\_\_ Part-Time \_\_\_\_\_ Either \_\_\_\_\_

Are you under the age of 18 Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally able to work in the United States: Yes \_\_\_\_\_ No \_\_\_\_\_

Date available to work \_\_\_\_\_ Referred by \_\_\_\_\_

Have you worked for this company before? If so, when? \_\_\_\_\_

Do you have a relative who is employed by our company? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when and where were they employed? \_\_\_\_\_

**EDUCATION**

	School name, City and State	Did you graduate	Degree/Courses	GPA
		Yes/No		
Elementary School				
High School				
College				
Other				

SKILLS (OFFICE)	Yes/No
Microsoft Word	
Excel	
Powerpoint	
Publisher	

**EMPLOYMENT HISTORY**

Employer _____	Address _____	Telephone _____
Position _____	Date of Employment From _____ To _____	
Salary/Wages (per hour) _____		Mo/Yr Mo/Yr
Duties _____		
Reason for Leaving _____		

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Position _____	Date of Employment From _____ To _____	
Salary/Wages (per hour) _____		Mo/Yr Mo/Yr
Duties _____		
Reason for Leaving _____		

Employer _____	Address _____	Telephone _____
Position _____	Date of Employment From _____ To _____	
Salary/Wages (per hour) _____		Mo/Yr Mo/Yr
Duties _____		
Reason for Leaving _____		

**REFERENCES**

<b>PERSONAL</b>		
Name	Address	Telephone
1 _____	_____	_____
2 _____	_____	_____

<b>PROFESSIONAL</b>		
Name	Address	Telephone
1 _____	_____	_____
2 _____	_____	_____

## APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize our company to verify their accuracy and to obtain reference information on my work performance. I hereby release our company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_