

SAMPLE

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____ Phone _____

Address _____ City/State/Zip _____

Social Security Number **XXX-XX** - _____ If under 18, give date of birth _____

JOB APPLYING FOR

Position desired _____

Experience in this line of work _____

Date you can start _____

Are you currently employed? _____

Current salary _____ May we contact your current employer? _____

FORMER EMPLOYERS (List most recent first)

Date From - To	Employer	Phone	Supervisor	Salary or wage	Reason for leaving
1.					
2.					
3.					
4.					

EDUCATION

	Name and location	Years attended	Hours completed	Graduation date or equivalent
High School				
College				
Trade/Business				

Have you ever been convicted of a crime? _____

Do you have special business skills or operate special machinery or equipment? _____

If yes, please specify _____

Typing/keyboarding experience? _____ How many words per minute if known _____

PERSONAL REFERENCES

List non-related persons with whom you have worked that can be contacted for reference.

Name	Address	Phone
1.		
2.		
3.		

I understand that misrepresentation of fact in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice anytime hereafter. I authorize investigation of all statements contained herein and references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise.

Date _____ Signature _____