



# APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

PERSONAL INFORMATION			
Last Name	First Name	M.I.	
Address	City	State	Zip
Home phone	Day phone (if different)	Social Security Number	
Cell phone	E-mail	Over 21	Y / N

EMPLOYMENT INFORMATION		
Position Applying For:	FT   PT   Temp	
Are you employed at present time:	If yes, please complete the information below	
Employer's Name:		
Employer's Address:		
1. How long have you been with this employer?	Present Salary:	
2. If offered a position, when can you start?		
3. If hired can you show proof of your legal right to work in the U.S.?	Yes ____	No ____
4. Have you ever been dismissed, or asked to resign from any position?	Yes ____	No ____
5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment	Yes ____	No ____
If yes to number 4 or 5, please explain:		

Education		
School(s)	Dates attended	Subjects studied (if applicable)
High school		
College		

<b>Previous Employers</b>		
<b>Name &amp; Address</b>	<b>Position Held</b>	<b>Dates (start-end)</b>

<b>References</b>		
<b>Name &amp; Address (include city, state, zip)</b>	<b>Phone</b>	<b>Relationship</b>

<b>The following section is to be complete by applicant for an OFFICE POSITION</b>		
Can you type?	How many words per minute?	
Computer skills	Mac	PC
Please provide computer and software knowledge below:		

I certify that all statements made on this application are true and correct to the best of my knowledge. I authorize investigation of all statements recorded. I release from liability all persons and organizations reporting information required by this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date