



EMPLOYMENT APPLICATION

In addition to this application, please provide a resume, a college transcript if available, and a cover letter stating why you would be a good fit for the position.

APPLICANT INFORMATION					
Last Name		First Name		Middle Initial	Date
Street Address		Unit #	City	State	Zip Code
Phone Number			Email Address		
Date Available		Social Security Number			Desired Salary
Position Applied For					
Type of Employment Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship					
Are you able to meet the attendance requirements of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
EDUCATION					
High School			Address		
From	To	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma	
College			Address		
From	To	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree	
Other			Address		
From	To	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree	
REFERENCES					
<i>Please provide the names of three persons you are not related to, whom you have known at least one year.</i>					
Name		Relationship		Years Known	
Company		Phone Number			
Name		Relationship		Years Known	
Company		Phone Number			
Name		Relationship		Years Known	
Company		Phone Number			

EMPLOYMENT HISTORY

Provide the following information of your past four employers, assignments or volunteer activities, starting with the most recent.

Company

Job Title

Address

Supervisor

Phone Number

Responsibilities and nature of work

From

To

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

Reason for Leaving

Company

Job Title

Address

Supervisor

Phone Number

Responsibilities and nature of work

From

To

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

Reason for Leaving

SKILLS & QUALIFICATIONS

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

APPLICANT STATEMENT & AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Signature of Applicant

Date

