



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	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			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Degree/Certification		
Address			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		Degree/Certification		
Address			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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
Affiliation		Phone Number		
Name		Relationship		Years Known
Affiliation		Phone Number		
Name		Relationship		Years Known
Affiliation		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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving			

Company		Job Title	
Address	Supervisor	Phone Number	
Responsibilities and nature of work			
From	To	May we contact your previous supervisor for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving			

Company		Job Title	
Address	Supervisor	Phone Number	
Responsibilities and nature of work			
From	To	May we contact your previous supervisor for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving			

Company		Job Title	
Address	Supervisor	Phone Number	
Responsibilities and nature of work			
From	To	May we contact your previous supervisor for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> 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

