

# Employment Application

**PERSONAL INFORMATION** — Complete **all** applicable information

Name (Last, First, MI):			
Position(s) applied for:		Are you willing to work: ___ Full Time                      ___ Part Time ___ Temporary                      ___ Weekends ___ Evenings                      ___ Nights	
Street Address:	City:	State:	Zip:
Primary Phone:	Secondary Phone:	Have you previously been employed by our company? ___ Yes    ___ No    Last Date Worked/Where?	
Are you legally authorized to work in the United States? ___ Yes    ___ No    ___ Require Sponsorship		When could you start employment?	
Have you ever applied for employment with our company? ___ Yes    ___ No			
When?		Where?	
Are you related to anyone currently or previously employed by our company? ___ Yes    ___ No If yes, name and relationship?			

**EMPLOYMENT HISTORY** — Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Incomplete information may disqualify you from further consideration.

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:	City:	State:	Zip:
Reason for Leaving:	Summary of Duties:		
Starting Annual Salary:	Final Annual Salary:	Bonus:	Commission:
Name of Supervisor:	Supervisor Title and Department:	Supervisor Phone Number: (     )     -     extn May we contact: Yes ____ No ____	

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:	City:	State:	Zip:
Reason for Leaving:	Summary of Duties:		
Starting Annual Salary:	Final Annual Salary:	Bonus:	Commission:
Name of Supervisor:	Supervisor Title and Department:	Supervisor Phone Number: (     )     -     extn May we contact: Yes ___ No___	

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:	City:	State:	Zip:
Reason for Leaving:	Summary of Duties:		
Starting Annual Salary:	Final Annual Salary:	Bonus:	Commission:
Name of Supervisor:	Supervisor Title and Department:	Supervisor Phone Number: (     )     -     extn May we contact: Yes ___ No___	

#### **EDUCATION INFORMATION**

High School:	City:	St:	Diploma/G ED:	General Ed. or Advanced Classes:	
College:	City:	St:	Degree:	Major:	GPA:
College:	City:	St:	Degree:	Major:	GPA:
Graduate School:	City:	St:	Degree:	Major:	GPA:
Other:	City:	St:	Degree:	Major:	GPA:

**ADDITIONAL INFORMATION**

Relevant skills, certifications, and talents:

Rate your computer proficiency:

\_\_\_\_\_ (    ) words p/m or (    ) keystrokes p/m

MS Word Skills	Beg _____	Interm _____	Advanced _____	Years Utilized: _____
MS Excel Skills	Beg _____	Interm _____	Advanced _____	Years Utilized: _____
MS PowerPoint	Beg _____	Interm _____	Advanced _____	Years Utilized: _____
MS Access	Beg _____	Interm _____	Advanced _____	Years Utilized: _____

Define other computer software programs of proficiency?

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY**

[Company Name] is an equal opportunity employer. [Company Name] does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, gender, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment any obligation for [Company Name] to hire me. If I am hired, I understand that either [Company Name] or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of [Company Name] has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to [Company Name] true and complete information on this application. No requested information has been concealed. I also understand that [Company Name] may request to contact references provided for employment reference checks, and under consistent hiring practices, may require pre-employment screening and background verification as a condition of employment upon any employment offer. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date:

Signature: