



## Employment Application Form

PLEASE PRINT

Date \_\_\_\_\_

Name \_\_\_\_\_

Present address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

How long at present address \_\_\_\_\_

Telephone – Home (    )                      Cell (    )

Position applied for \_\_\_\_\_

Salary desired \_\_\_\_\_

Employment desired \_\_\_\_\_ FULL-TIME ONLY \_\_\_\_\_ PART-TIME ONLY

Days/hours available to work

No Pref \_\_\_\_\_ Thurs. \_\_\_\_\_

Mon \_\_\_\_\_ Fri \_\_\_\_\_

Tue \_\_\_\_\_ Sat \_\_\_\_\_

Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

On what date are you available to start? \_\_\_\_\_

## Educational Background

Type of School	Name of School	Location	# of years completed	Degree
High School				
College				
Bus. or Trade School				
Professional School				

If applying for a job that entails driving please complete this section. A driver history report may be requested.

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_ Operator \_\_\_\_\_

Commercial (CDL)  Yes  No

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years? How many? \_\_\_\_\_

Have you had any moving violations during the past three years? How Many? \_\_\_\_\_

**Please list two references other than relatives or previous employers.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES? \_\_ Yes \_\_ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? \_\_ Yes \_\_ No

Specialty \_\_\_\_\_

Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**

Please list your work experience for the past four years beginning with your most recent job held.

If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of last supervisor \_\_\_\_\_

Employment dates \_\_\_\_\_ Job Title \_\_\_\_\_

Pay or salary \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. \_\_\_\_\_

May we contact your present employer? \_\_ Yes \_\_ No

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of last supervisor \_\_\_\_\_

Employment dates \_\_\_\_\_ Job Title \_\_\_\_\_

Pay or salary \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. \_\_\_\_\_

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of last supervisor \_\_\_\_\_

Employment dates \_\_\_\_\_ Job Title \_\_\_\_\_

Pay or salary \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. \_\_\_\_\_

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of last supervisor \_\_\_\_\_

Employment dates \_\_\_\_\_ Job Title \_\_\_\_\_

Pay or salary \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. \_\_\_\_\_

Did you complete this application yourself \_\_\_ Yes \_\_\_ No

If not, who did?

\_\_\_\_\_  
**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS**

Signature \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

For Office Use Only

Hire Date	
Department	
Position	
Rate of Pay	