

Employment Application



An Equal Opportunity Employer.

Reasonable accommodation will be provided as required by law.

Last Name		First Name		Middle Initial		Social Security Number:			
Street Address			City/State		Zip Code		Phone Number:		
If hired, can you provide evidence of legal eligibility to work in the U.S.?					Any offer of employment is conditioned upon completing form I-9 and providing the appropriate documents for identity and work authorization.				
Position Desired:					Full Time? Part Time?		Wage/Salary Desired		
Date you can begin work?			Are you 18 years of age or older?			Do you have a valid U.S. Passport?			
Name of high school attended:			City & State		Graduate?		GED?		
Name of undergraduate college or technical school:			City & State		Graduate?		Degree?		Major:
Name of graduate college:			City & State		Graduate?		Degree?		Major:
Are you presently enrolled in school?			If yes, give name & address of school and expected degree date:						
List any job-related skills or accomplishments, including military service:									
Have you been convicted of or pleaded no contest to a felony within the last five years? (Yes/No) If yes, please explain. (Note: The existence of a criminal record does not constitute an automatic bar to employment unless relevant to the type of employment.)									

- Your Availability For Work -							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							
Total hours per week you are available to work:			Do you have any special requests or needs for a work schedule?				

- Provide Three References Who Are Not Former Employers Who We May Contact -		
Name and Occupation	How do you know them, and for how long?	Phone Number

Your Employment History

List names of employers with present or last employer listed first.

May we contact current employers before you are offered a position?	
Name of Employer:	Job Title:
Address:	Dates of Employment: From: To:
City, State, Zip Code	Hourly pay or salary: Starting pay: Ending pay:
Supervisor:	Reason for Leaving:
Telephone:	

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CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM

I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background, credit history check, and drug test, as applicable. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and agree to the above statements.

Signature:

Date: