



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Desired Salary Range: \$ _____

Position(s) Applied for: _____

How did you hear about us? _____

Do you know anyone that currently works for this company? Please list. _____

Are you authorized to work in the United States? YES NO

Do you have a valid Driver's License? YES NO Class Type: _____

Have you ever worked for this company? YES NO

If yes, list position and dates of employment: _____

Employment desired? FULL TIME PART TIME

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Are you willing to undergo drug & alcohol testing upon hire and as a condition of employment? YES NO

Education & Training

Please list all education and any relevant certifications and/or training for the positions applied (e.g., forklift, CDL driving, leadership/management, etc.).

High School: _____ City, State: _____

Did you graduate? YES NO Diploma: _____

College: _____ City, State: _____

Did you graduate? YES NO Degree: _____

Other: _____ City, State: _____

Did you graduate? YES NO Degree: _____

Other: _____ City, State: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references the company can contact.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Work Experience

Please list your current and previous work experience with the most recent position listed first.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

FOR AUTHORIZED COMPANY USE ONLY

Date of Interview: _____

Interviewer: _____

Position Offered: _____

Department: _____

Start Date: _____

Pay Rate @ Hire: _____

Pay Rate after 90 Days: _____

Additional Notes: _____
