

# APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Directions: Type or print in *blue or black ink*. Answer all questions which are applicable. Please do not state "See Resume."

## PERSONAL INFORMATION

Last Name	First Name	Middle	
Address	City	State	Zip
Phone	Day Phone (if Different)	Social Security Number	
Fax Number	E-Mail Address		

## EMPLOYMENT INFORMATION

Position for which you are applying: \_\_\_\_\_

Are you employed at the present time? \_\_\_\_\_ If yes, please complete the information below:

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

1. How long have you been with this employer? \_\_\_\_\_ Present Salary: \_\_\_\_\_

2. If offered a position, when can you report for work? \_\_\_\_\_

3. If hired can you show proof of your legal right to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have you ever been dismissed, or asked to resign, from any position? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to number 4 or 5, please explain: \_\_\_\_\_

## EDUCATION

Please list on the following lines all schools attended and any other pertinent information about your education.

School(s)	Subject(s) Studied (if applicable)
High School	
College (Including dates attended)	

**EMPLOYMENT EXPERIENCE** (List most recent experience first)

Name & Address	Position(s) Held	Dates (Start–End)

**REFERENCES**

Name & Address (Include City, State, Zip)	Phone	Relationship

**The following section is to be completed by applicant for an OFFICE POSITION:**

Can you type? \_\_\_\_\_ If yes, how many words per minute? \_\_\_\_\_

Computer Skills: Macintosh \_\_\_\_\_ PC \_\_\_\_\_

Please provide computer and software knowledge below:


**I certify that all statements made herein and on the attached resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*