

# 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:  | _____<br>_____        |
| 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: _____<br>_____  |                       |

| EDUCATION   |                                  |
|---|----------------------------------|
| Please list on the following lines all schools attended and any other pertinent information about your education. |                                  |
| School(s)   | Subjects 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? \_\_\_\_\_ How many words per minute? \_\_\_\_\_

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

Please provide computer and software knowledge below:

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**I certify that all statements made herein and on the enclosed 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*