

APPLICATION FOR EMPLOYMENT

Date: _____

PERSONAL INFORMATION

Name (Last, First MI): _____

Present Address: _____ City: _____ State: _____ ZIP: _____

Permanent Address: _____ City: _____ State: _____ ZIP: _____

Mobile Phone Number: _____ Email: _____

Social Security #: _____ Are you 18 years or older? YES/ NO

Are you either a U.S. Citizen or an Alien authorized to work in the United States? YES/ NO

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary Desired: _____

Are you employed now? YES/ NO If yes, may we inquire of your present Employer? YES/ NO

Have you ever applied with our office before? YES/ NO If yes, when? _____

Referred by: _____

EDUCATION

	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR ONLINE SCHOOL				

FORMER EMPLOYERS (LIST BELOW THE THREE LAST EMPLOYERS, STARTING WITH YOUR MOST RECENT)

DATE, MONTH, YEAR	NAME & ADDRESS OF THE EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
What job did you like the best?				
What did you like most about your last job?				

REFERENCES

(GIVE THE NAMES OF THREE PERSON'S NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.)

NAME (FIRST AND LAST)	PHONE NUMBER	YEARS KNOWN

EMERGENCY CONTACT

Name: _____ Email: _____

Address: _____ Phone: _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Signature: _____ Date: _____