

# Application for Employment

## Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

## Education

Name and Location

High School \_\_\_\_\_ Graduated? Yes No

\_\_\_\_\_

\_\_\_\_\_

College \_\_\_\_\_ Numbers of Years Completed:  
1 2 3 4

\_\_\_\_\_

Graduated? Yes No

Degree Received \_\_\_\_\_

Have you ever been convicted of a felony? Yes No

If yes, please explain: \_\_\_\_\_

Please list any special skills or training which might be an asset to this position?

References:

Name Address/Telephone Number Occupation Years Known

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Job Experience

List your last four employers, starting with the most recent or current position.

Employer	Dates Employed	Position
1. _____		
2. _____		
3. _____		
4. _____		

Employment Desired

Regular     Temporary     Summer Work     Part-time

Position \_\_\_\_\_ Date you can start: \_\_\_\_\_

Are you currently employed?    Yes    No

May we contact your current employer?    Yes    No

If no, please explain \_\_\_\_\_

How many days of work have you missed in the last three years for reasons other than paid holidays or vacations?

Year \_\_\_\_\_ Number of Days \_\_\_\_\_

Year \_\_\_\_\_ Number of Days \_\_\_\_\_

Year \_\_\_\_\_ Number of Days \_\_\_\_\_

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying?    Yes    No

I authorize further investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may be terminated at any time without any previous notice.

Date \_\_\_\_\_ Signature \_\_\_\_\_