



## Employment Application

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Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Position Applied for: \_\_\_\_\_ Date of Review: \_\_\_\_\_

**Full Name** (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile/Other: \_\_\_\_\_

Email: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Desired Pay (Hr/Salary): \_\_\_\_\_

Do you have reliable transportation? Y / N

Type of employment desired:

Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Temporary: \_\_\_\_\_ Seasonal: \_\_\_\_\_

Are you legally allowed to work in the United States and can provide documentation to support legal status: Y / N

If you are under 18 and we require a work permit, can you furnish one? Y / N

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

Have you ever worked for this company before? Y / N

If yes, when? \_\_\_\_\_

Have you ever pled "guilty", "no contest", or been convicted of a crime? Y / N

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

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Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of offense, severity and nature of the violation, rehabilitation, and position applied for will be taken into consideration upon review of your application.

**Education & Previous Employment (begin with most recent):**

**Attach additional pages if needed.**

**Education**

High School: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

Did you graduate? Y / N

If no explain: \_\_\_\_\_

College: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

Did you graduate? Y / N Degree: \_\_\_\_\_

**Employment**

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary & Title: \_\_\_\_\_

Ending Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer as a reference? Y / N

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary & Title: \_\_\_\_\_

Ending Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer as a reference? Y / N

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, educational, financial, and other related matters as may be necessary for an employment decision.

I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.

In the event I am hired, I understand that false or misleading information given in my application or interview(s) may result in discharge at any time subsequent to such findings.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_