



EMPLOYMENT APPLICATION

Position Applying For: _____ Date _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Home Phone No. _____ Cell Phone No. _____

Email _____

Have you ever been convicted of a crime (excluding minor traffic violations)? Conviction of a crime will not necessarily bar employment.

Yes _____ Date of conviction (year) _____ No _____

Do not report any conviction for which the records have been officially expunged.

If yes, please explain _____

How soon can you report to work? _____ Desired Salary Range: _____

Educational Data

Schools Attended Did you successfully complete:	Name and location of last school attended	List major courses taken
Elementary Yes ___ No ___		
Junior High Yes ___ No ___		
Senior High Yes ___ No ___ Have you received a GED? Yes ___ No ___		
College, University, or other training Give name and location of school	Major or Specialty	Degree or certificate received?

Give employment record as completely as possible **starting with your present or last position** not to exceed past 15 years. Attach additional sheets if necessary. **Note: this application must be fully completed whether or not a resume is submitted.**

1. Employer/Firm	Address	Date Start	Date Finish
Type of business	Telephone	Salary Start	Salary Finish
	Reason for leaving	Full Time	Part Time
Title of position and duties:			
Immediate Supervisor:		Title:	

2. Employer/Firm	Address	Date Start	Date Finish
Type of business	Telephone	Salary Start	Salary Finish
	Reason for leaving	Full Time	Part Time
Title of position and duties:			
Immediate Supervisor:		Title:	

3. Employer/Firm	Address	Date Start	Date Finish
Type of business	Telephone	Salary Start	Salary Finish
	Reason for leaving	Full Time	Part Time
Title of position and duties:			
Immediate Supervisor:		Title:	

**Make sure you answer all the questions on this form.
If you do not fill it out completely, it may result in the rejection of this application**

I authorize the investigation of all statements made in this application. I also authorize my current or previous employers to verify the statements made in this application and to provide other employment data relating to my job performance, as requested. I authorize you to contact my references.

Falsification or misrepresentation of the information submitted on this application could result in the disqualification of the applicant from further consideration for employment, or if the applicant has been hired, could result in his/her discharge from employment.

Date _____ Signature _____

May we contact your present employer? _____