



I am interested in: **Full-Time ONLY** **Part-Time ONLY** **Either Full or Part Time**

Applicant Information

Full Name: _____ Date: _____
First Last M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone 1: _____ Phone 2: _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____ Are you 18-70 years of age? Yes No
Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever applied or worked for this company? YES NO If yes, when? _____
Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Have you ever been convicted of any crime? Yes No

If yes, explain: _____

Has a court ever denied parental, custodial or visitation rights as a result of neglect or abuse of a child? Yes No

If yes, explain: _____

Number of days work missed in the last six months? _____

Do you have any physical limitations which would give you problems in performing this job? Yes No

If yes, explain: _____

Would you take a physical examination/drug test if required? Yes No

If no, explain: _____

Do you speak any other languages besides English? Yes No If yes, please list: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO GED: Yes No

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three personal references.

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____

Responsibilities/
Duties: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____

Responsibilities/
Duties: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Explain any additional information necessary for us to check your work history (name change, nickname, etc.):

Affidavit and Signature

I certify that everything in this application is true and correct to the best of my knowledge. I understand that misleading or incorrect statements or consequential omissions may render this application void, or if employed, would be cause for termination. I authorize individuals or institutions named above to give information regarding employment, character and qualification hereby releasing them from all liability for issuing such information.

I also understand that my application will be kept on file for 6 months, after which time I will need to re-apply if still interested in a position with this company.

Signature: _____ Date: _____

Date employed: _____

Date of separation: _____

Reason for separation: _____

Eligible for re-hire: Yes No If no, explain: _____

Date Application Received: _____

Updated: 10/16