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| --- | --- |
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# Logo, company name  Description automatically generated

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email: |  |

|  |  |
| --- | --- |
| Position Applied for: |  |
|  |
| Date Available: |  | Desired Hours: |  hours/week | Desired Wage: |  $ /hour |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been substantiated by an employer, state agency or court for abuse, neglect or theft in this state or any other state? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

|  |
| --- |
|  **Special Skills/Training Volunteer/Community Services** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Education Record** |
| School/Address | Years Attended | Graduated | Degree/Diploma/Certificates |
| From | To | No | Yes-Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| --- |
| **Employment Record** |
| Employer (Name, Address, Phone Number) | Position | Employment Dates | Wage | Reason for Leaving |
| From | To | Start | End |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| May we contact your previous supervisors for references? (Initial a box) Yes No |

|  |
| --- |
| **References** |
| Name | Address | Phone number | Professional/Personal |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| **Military Service** |
| Branch: | To: | From: |
| Rank at Discharge: | Type of Discharge: |
| If other than honorable, please explain:  |

This information that I have presented is complete and correct.

Applicant’s Signature Date



**REFERENCE RELEASE**

I hereby authorize all my former employers, school officials, and persons named herein my application as a reference and ask that they provide any information they may have regarding my employment records and/or character. The information may or may not be information documented in their records. I hereby release the organizations, companies, schools, and individuals from any possible liability or damage resulting from providing this information.

Applicant’s Signature Date