

COMPANY OR
EMPLOYER NAME: _____

POSITION APPLIED FOR: _____

Employment Application

TELEPHONE _____

SOCIAL SECURITY NUMBER _____

YOUR NAME: _____

Last

First

Middle

ADDRESS: _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

Yes No (If yes, verification will be required)

I AM SEEKING A PERMANENT POSITION Yes No

I AM SEEKING TEMPORARY WORK UNTIL (DATE) _____

IF NECESSARY FOR THE JOB I AM ABLE TO:

Work (Which Shifts)? _____

Work Overtime? _____

Provide a valid/ Drivers License? _____

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF
THE POSITION WITH OR WITHOUT ACCOMMODATION?

Yes No

IF NECESSARY FOR THE JOB, ARE YOU OVER: 14 15 16 18 19 21 (Please Circle One)

I WILL BE ABLE TO REPORT TO WORK _____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION	School Name/ Location	Yrs. Completed	Field of Study	Graduate or Degree
High School				
College/University				
Business/Technical				
Other (May include grammar school)				

MILITARY SERVICE Yes No Duty/Specialized Training _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address/telephone	Occupation	Years known
------	-------------------	------------	-------------

EMPLOYMENT: List past employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed	
		From	To
		/ /	/ /
		Salary	
		Reason for Leaving	
	Supervisor's Name	Telephone	
Employer Name and Address	Position Title/Duties Skills	Dates Employed	
		From	To
		/ /	/ /
		Salary	
		Reason for Leaving	
	Supervisor's Name	Telephone	

EMPLOYMENT CONTINUED...

Employer Name and Address	Position Title/Duties Skills	Dates Employed From To / / / /
		Salary
		Reason for Leaving
	Supervisor's Name	Telephone

Employer Name and Address	Position Title/Duties Skills	Dates Employed From To / / / /
		Salary
		Reason for Leaving
	Supervisor's Name	Telephone

Summarize other employment related to this job. _____

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: _____

Typing Speed: _____

Professional Licenses, Certifications or Registrations: _____

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: _____

In case of accident or illness, please contact: Name: _____ Daytime Phone: _____

Address _____ Relationship: _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature _____ Date _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

EMPLOYER SECTION: _____