

## APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

Position Desired: \_\_\_\_\_ [ ] Part Time [ ] Full time Phone: \_\_\_\_\_

Name \_\_\_\_\_

(Print)

Last

First

Middle

DOB: \_\_\_\_\_ SS#: \_\_\_\_\_ DL#: \_\_\_\_\_

Present  
Address:

How long have  
you lived here?

\_\_\_\_\_  
Street & Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Years / Months

Previous  
Address:

How long did  
you live here?

\_\_\_\_\_  
Street & Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Years / Months

Have you ever worked for this company before? [ ] Yes [ ] No If yes, please give the dates and position(s) held: \_\_\_\_\_

Have you ever pled guilty or "no contest" to, or even convicted of a serious misdemeanor or felony (convictions for marijuana related offenses that are more than 2 years old need not be listed). [ ] Yes [ ] No If yes, please give the date(s) and details:

\_\_\_\_\_

Have you ever been arrested for any matters which you currently are out of bail or on your own recognizance pending trial? [ ] Yes [ ] No If yes, please give the date(s) and details:

\_\_\_\_\_

Note: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as date and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. In answering these questions, do not include the following: (1) minor traffic violations, (2) convictions for which the record has been sealed or expunged, (3) referrals to or participation in any diversion program, (4) marijuana related offenses that occurred over two years ago.

### Record of Previous Employment

Please list the names of your present and previous employers in chronological order with the present, or most recent employer first. Be sure to account for ALL periods of time including military services and any periods of unemployment. IF self-employed, give the name of the firm or business and supply business references. Use additional pages if needed.

<u>Present or Most Recent Employer</u>	From (mo/yr)	Pay: Start: \$	<u>Position or Title</u>	<u>Reason for leaving</u>
Name of Company or Firm	To (mo/yr)	Final \$	Name & Title of Last Supervisor	
Address				
City, State, Zip Code				
Are Code and Telephone				
<u>Previous Employer</u>	From (mo/yr)	Pay: Start: \$	<u>Position or Title</u>	<u>Reason for leaving</u>
Name of Company or Firm	To (mo/yr)	Final \$	Name & Title of Last Supervisor	
Address				
City, State, Zip Code				
Are Code and Telephone				
<u>Previous Employer</u>	From (mo/yr)	Pay: Start: \$	<u>Position or Title</u>	<u>Reason for leaving</u>
Name of Company or Firm	To (mo/yr)	Final \$	Name & Title of Last Supervisor	
Address				
City, State, Zip Code				
Are Code and Telephone				
<u>Previous Employer</u>	From (mo/yr)	Pay: Start: \$	<u>Position or Title</u>	<u>Reason for leaving</u>
Name of Company or Firm	To (mo/yr)	Final \$	Name & Title of Last Supervisor	
Address				
City, State, Zip Code				
Are Code and Telephone				

Have you ever been terminated or asked to resign from any job?  Yes  No If yes, please explain circumstances: \_\_\_\_\_

May we contact your current employer?  Yes  No If No, Please explain: \_\_\_\_\_

Please indicate any actual experience, special training, or qualifications that you have that you feel relevant to the position for which your are applying: \_\_\_\_\_

Have you ever used another name?  Yes  No If so, what other names? \_\_\_\_\_

Is any additional information relative to any change of names, use of an assumed name, or nickname necessary to enable a check on your work or educational records?  Yes  No

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

If hired, can you provide proof that you are authorized to work in the United States on an unrestricted basis? [  
 ] Yes [ ] No

If hired, can you provide proof that you are over 18 years of age? [ ] Yes [ ] No

If hired, do you have you own transportation? [ ] Yes [ ] No

Are you capable of satisfactorily performing the essential job duties of the position, with or without  
 reasonable accommodation, for which you are applying? [ ] Yes [ ] No

Do you have adequate transportation to and from work? [ ] Yes [ ] No

**Education**

School Name	Years Completed (Circle One)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:	4 5 6 7 8			
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade/Correspondence:				
Other:				

**Personal References:**

Please list at least three persons who know you well not previous employers or relatives.

Name	Relationship	Telephone Number	Years Known

I certify that all this information that I provided on this application is true and accurate.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant