



Employment Application

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____
 Last First Middle
 Telephone: _____ Email: _____ Alternate telephone: _____
 Address: _____

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

If necessary for the job are you older than:

15 16 17 (Check one)
 18 19 21

I am legally eligible for employment in the U.S.?

Yes No

I am seeking a permanent position: Yes No

If necessary for the job, I am able to:

Work overtime? Yes No

Provide a valid Driver's License? Yes No

If so, fill out the following: Issuing state: _____

Type: _____

Certifications(s): First Aid Article 9

CPR Fingerprint Clearance Card

I am available to work the following times M-F:

M_____ T_____ W_____ Th_____ F_____

I will be able to report to work
 _____ **days after being notified I am hired**

EMPLOYMENT HISTORY

List most recent 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 on an extra sheet of paper if necessary. No more than 10 yrs history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$	Supervisor:	Telephone:	
Per:			
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$	Supervisor:	Telephone:	
Per:			
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$	Supervisor:	Telephone:	
Per:			
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$	Supervisor:	Telephone:	
Per:			

Summarize other employment related to this job:

Institution name	Years completed	Field of study	Graduate or degree
High school			
College/university			
Business/technical	Additional		

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

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:

REFERENCES

List three personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
Name	Address	Telephone	Occupation	Years Known
Name	Address	Telephone	Occupation	Years known

INFORMATION TO THE APPLICANT

As a part of our procedure for processing your application, your personal and employment references may be checked. Of you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may be required to: supply your birth certificate or other proof of authorization to work in the United States, 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 of Applicant: _____ Date: _____