Application for Employment

Personal Information

Full name

Application date

Address

City

State

Zip

Phone number

Email address

Are you legally eligible to work in the US?

☐ Yes ☐ No

Are you a veteran?

☐ Yes ☐ No

If selected for employment, are you willing to submit to a background check?

☐ Yes ☐ No

Position

Position you are applying for

Available start date

Desired pay

Employment desired

☐ Full time ☐ Part time ☐ PRN ☐ Seasonal/Temporary

How did you hear about this position?

☐ Website ☐ Social media ☐ Job fair ☐ Employee referral ☐ Other

Employee name or other source

Preferred county/location

Available shifts

☐ Days ☐ Evenings ☐ Nights ☐ Any shift

Education & Employment History

Education

School 1 name | Location | Years attended | Degree received | Major

School 2 name | Location | Years attended | Degree received | Major

School 3 name | Location | Years attended | Degree received | Major

Licenses/certifications | Issuing state

License number | Expiration

Employment History

Employer (1) | Job title | Dates employed

Work phone | Supervisor name | May we contact? ☐ Yes ☐ No

Main job duties | Reason for leaving

Employer (2) | Job title | Dates employed

Work phone | Supervisor name | May we contact? ☐ Yes ☐ No

Main job duties | Reason for leaving

Employment History, References & Certification

Employment History (continued)

Employer (3)

Job title

Dates employed

Work phone

Supervisor name

May we contact?

☐ Yes ☐ No

Main job duties

Reason for leaving

References (business and professional only)

Reference 1 name | Title | Company | Phone

Reference 2 name | Title | Company | Phone

Reference 3 name | Title | Company | Phone

Applicant Certification

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)

Signature (type name)

Date

Typed signature is not a verified digital signature.