



## Employment Application

### Applicant Information

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell:  Home:  Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you a U.S. Citizen? Yes  No

Have you ever been convicted of a felony? Yes  No  If yes, explain: \_\_\_\_\_

Have you ever worked for this company? Yes  No  If yes, when: \_\_\_\_\_

If selected for employment, are you willing to submit to a pre-employment drug screening test? Yes  No

If selected for employment, are you willing to submit to a pre-employment background check? Yes  No

Date Available For Work: \_\_\_\_\_ Position You Are Applying For: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Full Time  or Part Time  Shift Preference: Morning-Afternoon  or Afternoon-Evening

Please fill out your availability times in the boxes below:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

--	--	--	--	--	--

### Education

High School: \_\_\_\_\_ Last Year Completed: \_\_\_\_\_ Did you graduate? Yes  No

College: \_\_\_\_\_ Last Year Completed: \_\_\_\_\_ Degree (if any): \_\_\_\_\_

## Previous Employment

Employment: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Work Phone: \_\_\_\_ - \_\_\_\_\_ Salary: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

---

Duties Performed: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_ May we contact them? Yes  No

Reason For Leaving: \_\_\_\_\_

## References

*Please include three references not related to you.*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_ - \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

---

Name: \_\_\_\_\_ Phone Number: \_\_\_\_ - \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

## Acknowledgement and Authorization

- I certify that all answers given herein are true and complete to the best of my knowledge.*
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_