



## Employment Application

### Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ Cell:  Home:  Email: \_\_\_\_\_

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

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### Education

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

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

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

## Previous Employment

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

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

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

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

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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: \_\_\_\_\_

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

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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: \_\_\_\_\_