

# Application for Employment

**All information must be accurate! If hired, falsified statements will be grounds for dismissal!!**

All information **MUST** be filled in. If a question does not apply put **N/A** (Not Applicable).

Circle one

Position Applying for: \_\_\_\_\_ Hours Desired: \_\_\_\_\_ Part time Full Time

## **Personal Information**

\_\_\_\_\_  
Name (Last, First MI)

\_\_\_\_\_  
Date of Birth (Voluntary, not required)

\_\_\_\_\_  
Present Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Your Phone Number (Area Code + Number)

\_\_\_\_\_  
Alternate Phone Number

\_\_\_\_\_  
Name and phone number of Next of Kin (In case of emergency)

\_\_\_\_\_  
Who Referred You to Us for a Job?

\_\_\_\_\_  
How do you know this person?

\_\_\_\_\_  
Person's Phone Number

**Name & Location of School**

**Years Attended**

**Graduate?**

**Subjects Studied**

Yes No

XXXXXX

\_\_\_\_\_  
High School

Yes No

\_\_\_\_\_  
College/Vocational

Yes No

\_\_\_\_\_  
Other

## **General Information**

Subjects of Special Study, Research Work, **Special Training/Skills you have-**

\_\_\_\_\_  
Have You Ever Been Convicted of a Misdemeanor or Felony? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
What was the charge? \_\_\_\_\_ What was the disposition of the case? \_\_\_\_\_

\_\_\_\_\_  
Do you currently have a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No Do you currently have a **CDL**? \_\_\_\_ Yes \_\_\_\_ No

**If No driver's license, Please explain:**

\_\_\_\_\_

**Former Employers** (List the Last Four Employers-Present or Most Recent First)

Date (Month & Year)      Name & Address      Salary/Position      Reason for Leaving

To:  
From: \_\_\_\_\_  
To:  
From: \_\_\_\_\_  
To:  
From: \_\_\_\_\_  
To:  
From: \_\_\_\_\_

**If presently employed, what hours do you work?**

\_\_\_\_\_

**References**

Give below the names and addresses of **three persons** not related to you, whom you have known at least one year.

Name & Address	Telephone Number	Business	Years Known

Authorization

**I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if I am employed, falsified statements on this application shall be grounds for dismissal/ I also understand that withholding pertinent information shall also be considered a falsified statement. I authorize investigation of criminal history and all statements contained herein and the references and employees listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damages that may result from utilization of such information.**

I also understand and agree that no representative of the company has any authority to enter any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

\_\_\_\_\_  
Date      Signature

**Do Not Write Below This Line**

\_\_\_\_\_  
Date      Interviewed By

Comments By Interviewer:

\_\_\_\_\_