



## EMPLOYMENT APPLICATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apt/Unit #*

\_\_\_\_\_  
*City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Desired Wage: \$ \_\_\_\_\_

Are you authorized to work in the US?  Yes  No

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

### Education

High School: \_\_\_\_\_ City/State: \_\_\_\_\_

Diploma:  Yes  No

College: \_\_\_\_\_ City/State: \_\_\_\_\_

Degree: \_\_\_\_\_

Other: \_\_\_\_\_ City/State: \_\_\_\_\_

Degree: \_\_\_\_\_

### Licenses & Certifications

*If you are applying for a position that requires a license or certification, please answer the following.*

Are you licensed/certified for the job for which you are applying?  Yes  No

Name and number of license/certifications: \_\_\_\_\_

### References

*Please list two professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous Employment (last 10 years)**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this previous supervisor for a reference?  Yes  No

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this previous supervisor for a reference?  Yes  No

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this previous supervisor for a reference?  Yes  No

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**Disclaimer and Signature**

*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 release.*

*Your employment with the Company is a voluntary one and is subject to termination by you or the Company at will, with or without cause, and with or without notice, at any time. Nothing in this application shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of the Company employees.*

*I hereby authorize my former employers, educational institutions, and persons named herein as professional references to verify the information provided in this application, and I release them from any and all liabilities or damage arising because of furnishing such information.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_