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OFFICE USE ONLY (Date & Initial)

Reviewed: \_\_\_\_\_

Interviewed: \_\_\_\_\_

PLEASE CLEARLY PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

## APPLICATION FOR EMPLOYMENT

DRUG TESTING AND BACKGROUND CHECKS MAY BE REQUIRED

Please complete fully

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

MM/DD/YYYY

Name: \_\_\_\_\_  
 Last First Middle

Present Address: \_\_\_\_\_  
 Number Street City St Zip

How long have you resided there? \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Month Date Year

Driver's License  Yes  No (if no, please explain) \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Class: \_\_\_\_\_

Number of accidents in past three years \_\_\_\_\_ Number of moving violations in past 3 years: \_\_\_\_\_

What is your means of transportation? \_\_\_\_\_

Position applied for: \_\_\_\_\_ Desired Wage: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Days/Hours Available to Work:  
 Mon \_\_\_\_\_  Tues \_\_\_\_\_  Wed \_\_\_\_\_  Thurs. \_\_\_\_\_  Fri. \_\_\_\_\_  Sat \_\_\_\_\_  Sun \_\_\_\_\_

Employment desired:  Full Time  Part Time  Full – OR Part-Time

How many hours can you work weekly? \_\_\_\_\_ Can you work nights?  Yes  No

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  YES  NO If yes, please complete the following:

Total Number of:  Misdemeanors: \_\_\_\_\_  Felonies: \_\_\_\_\_

Nature of offense(s) leading to conviction(s): \_\_\_\_\_

How recently committed: \_\_\_\_\_

Sentence imposed: \_\_\_\_\_

Type(s) of rehabilitation: \_\_\_\_\_

**EDUCATION:**

	NAME & MAILING ADDRESS	YEARS COMPLETED	MAJOR OR DEGREE
HIGH SCHOOL			
UNIVERSITY			
BUS. OR TRADE SCHOOL			
OTHER			

**MILITARY:** HAVE YOU EVERY BEEN IN THE ARMED FORCES?  YES  NO  
 ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  YES  NO  
 SPECIALTY \_\_\_\_\_ DATE ENTERED \_\_\_\_\_ DISCHARGED \_\_\_\_\_

**WORK HISTORY:** Please list your work experience beginning with your most recent job held.  
 May we contact your present/most recent employer?  Yes  No

1. Employment Dates (start, end): \_\_\_\_\_  
 Company Name/Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Your Job Title: \_\_\_\_\_ Pay or Salary: \_\_\_\_\_  
 Reason for Leaving (specific): \_\_\_\_\_  
 List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Employment Dates (start, end): \_\_\_\_\_  
 Company Name/Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Your Job Title: \_\_\_\_\_ Pay or Salary: \_\_\_\_\_  
 Reason for Leaving (specific): \_\_\_\_\_  
 List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Employment Dates (start, end): \_\_\_\_\_  
 Company Name/Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Your Job Title: \_\_\_\_\_ Pay or Salary: \_\_\_\_\_  
 Reason for Leaving (specific): \_\_\_\_\_  
 List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

WORK HISTORY (continued)

4. Employment Dates (start, end): \_\_\_\_\_

Company Name/Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Pay or Salary: \_\_\_\_\_

Reason for Leaving (specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Employment Dates (start, end): \_\_\_\_\_

Company Name/Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Pay or Salary: \_\_\_\_\_

Reason for Leaving (specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES: Please include three references other than a relative or previous employer

\_\_\_\_\_  
Name Phone Relationship Years Known

\_\_\_\_\_  
Name Phone Relationship Years Known

\_\_\_\_\_  
Name Phone Relationship Years Known

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying (use back if necessary.)

I hereby attest that I have filled in all of the application information truthfully and accurately:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date