



Employment Application

Personal Information

Full name: _____
Street Address _____ City, State, Zip Code _____
Phone Number (____) _____ Email _____

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [] Y or [] N

Have you been convicted of or pleaded no contest to a felony within the last five years?
[] Y or [] N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

If hired, are you willing to submit to and pass a controlled substance test? [] Y or [] N

Position and Availability

Position Applied For: _____

Salary desired: \$ _____

Are you applying for:

Temporary work – such as summer or holiday work? [] Y or [] N

Regular part-time work? [] Y or [] N

Regular full-time work? [] Y or [] N

Days/Hours Available

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Hours Available: from _____ to _____

If hired, on what date can you start working? ___ / ___ / ___

Can you work evenings? [] Y or [] N

Are you available to work overtime? [] Y or [] N



Position Requirements

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed

Do you have any physical conditions that would prohibit you from lifting up to 50 pounds?

[] Y or [] N

Skills and Qualifications: Licenses, Skills, Training, Awards

Do you speak, write or understand any foreign languages? [] Y or [] N

If yes, describe which language(s) and how fluent of a speaker you consider yourself to be.

Employment History

Are you currently employed? [] Y or [] N

If you are currently employed, may we contact your current employer? [] Y or [] N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

Previous Position:

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? [] Y or [] N



References

List below three persons who have knowledge of your work performance within the last four years. Please include professional references only.

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____ Date _____

