

**Application for Employment**  
\*Please type or use ink

**PERSONAL INFORMATION:**

Social Security Number    -   -       Date: \_\_\_\_\_

Name \_\_\_\_\_

Last First Middle Initial

Address \_\_\_\_\_

Street City State Zip

Home Phone \_\_\_\_\_ Referred By: \_\_\_\_\_

Have You Ever Been convicted of a Felony? No \_\_\_ Yes \_\_\_ (If yes, please explain) \_\_\_\_\_

Are you legally able to work in the United States? \_\_\_\_\_ Are you at least 16 years of Age? \_\_\_\_\_

**EMPLOYMENT DESIRED:**

Position applied for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Type of work desired: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Date Available to Start \_\_\_\_\_

**EMPLOYMENT HISTORY:**

List below the positions you have held starting with your present employment.

Date Month and Year	Name, Address and Phone Number of Employer	Salary	Position	Reason for leaving
From				
To				
From				
To				
From				
To				
From				
To				

May we contact the employers listed above? If not, indicate which one(s) you do not wish us to contact \_\_\_\_\_

**REFERENCES:**

Give below the names of three persons not related to you, whom you have known at least one year:

Name	Address	Phone No.	Years Known
1.			
2.			
3.			

**EDUCATION:**

Level	Name and Location of School	Graduated?	Completed?	Field of Study and Degree Received
High School				
College				
Trade, Business or Correspondence School				
Other (Please Specify)				

**IN CASE OF AN EMERGENCY PLEASE NOTIFY:**

Name	Address	Phone
Name	Address	Phone

I authorize investigation of all statements contained in this application. I declare that the information and statements in which I have made in this application are true and correct and that I have not knowingly withheld any information related to items disclosed. I understand and agree that any falsified information or omissions may disqualify me for consideration of employment or may result in dismissal if discovered at a later date.

Sign Here \_\_\_\_\_  
Applicant's Signature (UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED) Date

**DO NOT WRITE BELOW THIS LINE**

Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hired \_\_\_\_\_ Position \_\_\_\_\_ Start Date \_\_\_\_\_ Wages \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_  
(Director/Assistant Director)