



EMPLOYMENT APPLICATION

GENERAL INFORMATION

Date _____ Social Security Number _____
 First Name _____ Middle Initial _____ Last Name _____
 Address _____ City/State _____ Zip _____
 Telephone _____ Email _____

· Are you eligible to work in the United States? Yes No · Are you at least 18 years of age or older? Yes No
 · Have you ever been convicted of a felony? (Conviction of a crime will not necessarily bar you from employment) Yes No
 If yes, explain: _____

WORK PREFERENCE

Position applying for _____ Rate of pay expected _____
 Hours preferred Full-time Part-time Temporary Other Date available _____

DRIVING HISTORY

Please complete if you are applying for a job involving travel or the use of a company car.

Driver's License No. _____ State Issued _____
 · Have you had any traffic violations in the last five years? Yes No How many? _____
 · Have you ever had your driver's license suspended or revoked? Yes No

EDUCATION

	Name and Address	Years Completed	Degree/Course of Study
High School			
College/ University			
Trade/ Business			
Other			

EMPLOYMENT HISTORY

Please list your most recent employer first. Account for all time since school, including unemployed periods and military experience. Continue on a separate sheet, if necessary.

Company Name _____ From _____ To _____
 Address _____ Phone _____
 Position _____ Supervisor _____ Salary _____
 Reason for Leaving _____
 Duties _____

Company Name _____ From _____ To _____
 Address _____ Phone _____
 Position _____ Supervisor _____ Salary _____
 Reason for Leaving _____
 Duties _____

EMPLOYMENT HISTORY *(continued)*

Company Name _____ From _____ To _____
Address _____ Phone _____
Position _____ Supervisor _____ Salary _____
Reason for Leaving _____
Duties _____

Company Name _____ From _____ To _____
Address _____ Phone _____
Position _____ Supervisor _____ Salary _____
Reason for Leaving _____
Duties _____

REFERENCES

Please list three business references – those who have knowledge of your work experience, ethic, and ability.

Name	Address	Phone

SKILLS

Please list all skills, abilities, training, etc., that you feel would assist you in qualifying for the position. Include any machines or special equipment you have operated.

In what languages are you fluent in? *(List only if job related)* _____
List any job-related professional licenses _____
List any certifications received _____

REFERRAL SOURCE

Advertisement Employment Agency TWC Walk-In Friend Other _____

I certify that all the information provided by me in this application is true and complete, and I understand that any misstatement, falsification, or omission of information is grounds for refusal of hire, termination, regardless of when found.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you. I also authorize this employer to conduct a credit, criminal and/or consumer report investigation and any other type of inquiry deemed necessary.

I authorize this company to request, receive, and verify, all information given on this application.

I further acknowledge that if I am employed, my employment will be at-will, and may be terminated with or without cause at any time by me or by my employer.

I understand that this application will be given due consideration, but its receipt does not imply that I will be employed.

Applicant Signature

Date