



Application for Employment

Position Desired: _____ Date of Application: _____

Applicant Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____

Zip _____ Phone: (____) ____ - _____ Email Address: _____

Are you legally eligible for employment in this country?..... Yes No

Date available for work: ___ / ___ / ___

How many hours do you prefer to work per week? 35-45 30-35 25-30 Less than 25

What days of the week can you work (check all that apply)?

Mon Tue Wed Thu Fri Sat Sun

What hours are you available to work? _____

Have you been convicted of a felony in the last seven (7) years? Yes No

If yes, explain: _____

Have you tested positive on a drug test in the last two (2) years? Yes No

If yes, explain: _____

Educational Background..... HS Diploma GED HSED

High School: _____ Did you Graduate? Yes No

College: _____ Area of Study _____ Did you Graduate? Yes No

Summarize any special training, skills, licenses, certifications and/or characteristics you possess that relate to performing the functions of the position for which you are applying:

Employment History

List your last three (3) employers, assignments of volunteer activities, and military experience, starting with the most recent. If there are gaps in time, please explain these in the comments section below. **Not required to complete if Employment History is in resume.

Company Name _____

Position and Job Duties _____

Supervisor _____ Telephone _____

Address _____

Street & No. City State Zip _____

Dates of employment _____ to _____

Company Name _____

Position and Job Duties _____

Supervisor _____ Telephone _____

Address _____

Street & No. City State Zip _____

Dates of employment _____ to _____

Company Name _____

Position and Job Duties _____

Supervisor _____ Telephone _____

Address _____

Street & No. City State Zip _____

Dates of employment _____ to _____