

**EMPLOYMENT APPLICATION**

**Section I: General Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | | **Middle Initial** | | **Home Telephone** |
| **Address** | | **City** | **State** | **Zip** | **Other Telephone** |
| **Email Address** | | | **Are you at least 18 years of age:** yes no | | |

**Section II: Desired Position / Availability**

|  |  |  |
| --- | --- | --- |
| **Position Desired** | **Type Desired**  F/T P/T | **Hourly Wage Desired** |
| **For part-time, please note days and hours available**  Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_ | | |

**Section III: Employment History** (Begin with most recent position)

***\*SKIP THIS SECTION IF WE HAVE YOUR RESUME ON FILE\****

|  |  |  |
| --- | --- | --- |
| **Employer** | **Job Title** | **Dates (month/year)**  From     to |
| **Address** | | **Salary / Wage** |
| **Reason for leaving** | | **Supervisor** |
| **Duties / Responsibilities** | | |

|  |  |  |
| --- | --- | --- |
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| **Duties / Responsibilities** | | |

**Section IV: Education / Training**

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| --- | --- | --- | --- | --- |
| **Type of School** | **Name** | **Location** | **Diploma / Degree** | **Major** |
| **College or University** |  |  |  |  |
| **High School** |  |  |  |  |
| **Business or**  **Trade School** |  |  |  |  |
| **Specialized Courses & Training** |  |  |  |  |
| **Computer Skills** |  | | | |

**Section V: Other**

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| **Are you legally authorized to work in the United States?**  Yes  No  Proof of employment eligibility will be required if hired. |
| **Do you have reliable transportation?**  Yes  No |

**Section VI: Certification**

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| I certify the information contained in this application, or otherwise provided by me as part of the application process, is true, correct, and complete. I understand that, if employed, false statements reported on this application, or otherwise made or provided by me, shall be considered sufficient grounds for refusing to hire or for dismissal. I further understand that, if hired, my employment will be on an “at-will” basis, which means that it may be terminated by me or the company at any time or for any reason.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |