

**EMPLOYMENT APPLICATION**

**Section I: General Information**

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| **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**

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| **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\****

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

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| **Employer**      | **Job Title**      | **Dates (month/year)**From     to      |
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| **Reason for leaving**      | **Supervisor**      |
| **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 [ ]  NoProof 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |