



Employee Application

Instructions: Type or print clearly in black or blue ink. Answer all questions.

NAME (Last, First, Middle)

SOC. SEC. #

ADDRESS (Number and Street, Cit, State, Zip Code)

PHONE NO(S).

POSITION DESIRED

Full-time ___ Part-time ___
Temporary ___

HAVE YOU WORKED FOR THIS COMPANY BEFORE?

Yes ___ No ___

IF YOU ARE A MINOR UNDER AGE 18, DO YOU HAVE A WORK PERMIT?

Yes ___ No ___

EDUCATION

NAME AND ADDRESS OF SCHOOL

MAJOR

DEGREE/ DIPLOMA

High School

College	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Trade, business, other	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

SPECIAL SKILLS AND QUALIFICATIONS: List job-related licenses, skills, training, honors, awards, and special accomplishments

EMPLOYMENT HISTORY: (START WITH PRESENT OR LAST POSITION)

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____
(first) (last)

Reason for leaving: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____
(first) (last)

Reason for leaving: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____
(first) (last)

Reason for leaving: _____

MAY WE CONTACT YOUR PRESENT EMPLOYER(S)? Yes ____ No ____

REFERENCES: (EXCLUDE RELATIVES AND FORMER EMPLOYERS)

	Name/Title	Phone No.	Occupation
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME OR DISMISSAL.

DATE: _____ SIGNATURE: _____