



Employee Application Form

Instructions: Please print clearly in black or blue ink. Answer all questions and be sure to sign and date the form at the end.

Personal Information:

First Name: _____ Social Security #: _____-____-_____
Middle Name: _____ Street Address: _____
Last Name: _____ City: _____ State: _____ Zip Code: _____
Phone #: (____)-____-_____

Please Circle 'Yes' or 'No' for the following questions:

Are you eligible to work in the United States? **Yes** or **No**

If you are under the age of 18, do you have an employment/age certificate? **Yes** or **No**

Have you been convicted of or pleaded no contest to a felony within the last five years? **Yes** or **No**

If yes, please explain: _____

Position/Availability:

Position Applying for: _____

Day	Mark with ✓ if available:	Start Time:	End Time:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

If hired, what date are you available to start? _____________

Education:

School	Address	Degree/Diploma	Graduation Date:

Skills & Qualifications (List any licenses, specialized skills, training, awards, etc.):

Employment History:

Current or Most Recent Position: _____ Salary: _____

Employer: _____ Supervisor: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: (____)-____-____ Email: _____

Position Title: _____ From: ____________ To: ____________

Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your current employer? **Yes** or **No** (please circle)

Previous Position: _____ Salary: _____

Employer: _____ Supervisor: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: (____)-____-____ Email: _____

Position Title: _____ From: ____________ To: ____________

References:

Name	Relation (family, friend, co-worker, etc.)	Phone #
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		() - -
		() - -

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorized the verification of any or all information listed above.

Name (printed): _____

Signature: _____

Date: _____