



## **Employment Application**

**Position Applied For:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

### **1. Personal Information**

- **Full Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
  
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Are you legally authorized to work in the U.S.?**  Yes  No
- **Are you at least 18 years old?**  Yes  No

---

### **2. Employment Preferences**

- **Employment Type:**  Full-time  Part-time  Temporary  Seasonal
- **Date Available to Start:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Desired Salary/Hourly Rate:** \_\_\_\_\_
- **Are you willing to work overtime?**  Yes  No

---

### **3. Education**

**High School** - Name: \_\_\_\_\_ - City/State: \_\_\_\_\_  
\_\_\_\_\_  
- Graduated?  Yes  No

**College/University** - Name: \_\_\_\_\_ - City/State: \_\_\_\_\_  
\_\_\_\_\_  
- Degree: \_\_\_\_\_  
\_\_\_\_\_  
- Graduated?  Yes  No

**Other Training/Certifications -** \_\_\_\_\_

---

---

## 4. Employment History

(Please list your last three employers, starting with the most recent.)

### Employer 1

- Company Name: \_\_\_\_\_
- Position Held: \_\_\_\_\_
- Supervisor Name & Phone: \_\_\_\_\_
- Employment Dates: \_\_\_\_\_ to \_\_\_\_\_
- Reason for Leaving: \_\_\_\_\_

### Employer 2

- Company Name: \_\_\_\_\_
- Position Held: \_\_\_\_\_
- Supervisor Name & Phone: \_\_\_\_\_
- Employment Dates: \_\_\_\_\_ to \_\_\_\_\_
- Reason for Leaving: \_\_\_\_\_

### Employer 3

- Company Name: \_\_\_\_\_
- Position Held: \_\_\_\_\_
- Supervisor Name & Phone: \_\_\_\_\_
- Employment Dates: \_\_\_\_\_ to \_\_\_\_\_
- Reason for Leaving: \_\_\_\_\_

## 5. Skills & Qualifications

(Please list any relevant skills, certifications, software expertise, or other qualifications.)

---

---

---

---

## 6. References

(Please list two professional references.)

### Reference 1

- Name: \_\_\_\_\_
- Relationship: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

---

### Reference 2

- Name: \_\_\_\_\_
- Relationship: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

---

## 7. Acknowledgment & Signature

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that providing false information may result in disqualification or termination if hired.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_