

## Employment Application

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Are you 18 years old or older?  Yes  No

If not, please give your date of birth: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

If you are hired, when can you start work? \_\_\_\_\_

### EDUCATION

#### *Trade School*

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate?  Yes  No      Date of graduation: \_\_\_\_\_

***College***

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate?  Yes  No      Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

***Other***

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate?  Yes  No      Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

**EMPLOYMENT HISTORY**

***Employer 1***

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

***Employer 2***

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

***Employer 3***

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PERSONAL REFERENCES**

*Reference 1*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

*Reference 2*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**ADDITIONAL QUALIFICATIONS**

Please tell us about any other training, education, skills or achievements that you feel should be considered.

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**WHAT SKILLS AND EXPERIENCE WILL YOU BRING IF HIRED?**

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My answers are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_