

Employment Application

(Please print)



Full Name _____ Date _____

Address _____

Phone _____ Position applying for _____

EDUCATION

High School _____ Did you graduate? _____

Business/Trade School _____

Did you graduate? _____ If yes, degree _____

College/University _____

Did you graduate? _____ If yes, degree _____

PREVIOUS EMPLOYMENT

(Begin with most recent position)

Most recent

Company _____ Phone # _____

Address _____

Position held _____ Supervisor name _____

Date of employment _____

Reason for leaving _____

Previous

Company _____ Phone # _____

Address _____

Position held _____ Supervisor name _____

Date of employment _____

Reason for leaving _____

REFERENCES

Please furnish the names and addresses of two people to whom you are not related and by whom you have been employed.

Name _____ Company _____

Phone # _____ How do you know this person _____

Name _____ Company _____

Phone # _____ How do you know this person _____

How did you hear about this position? _____

Summarize your special skills or qualifications _____

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of applicant _____ Date _____

Notes (office use only)