



# Application for Employment

Position you are Applying for: \_\_\_\_\_

Desired Salary: \_\_\_\_\_

Date Available to start Work: \_\_\_\_\_

## PERSONAL INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Are you a U.S. Citizen?  Yes  No

Have you ever been convicted of a felony?  Yes  No Are you at least 18 years of age?  Yes  No

If selected for employment are you willing to submit to a pre-employment drug screening test?  Yes  No

If selected for employment are you willing to work:  Remotely  In Person  Both

## EDUCATION:

School Name	Location	Years Attended	Degree Received	Major

## Employment:

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor Name/ Title: \_\_\_\_\_

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

Reason for leaving: \_\_\_\_\_

May we contact them:  Yes  No

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor Name/ Title: \_\_\_\_\_

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



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Reason for leaving: \_\_\_\_\_

May we contact them: [ ] Yes [ ] No

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor Name/ Title: \_\_\_\_\_

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

Reason for leaving: \_\_\_\_\_

May we contact them: [ ] Yes [ ] No

## REFERENCES:

Name	Title	Company	Relationship	Phone Number

## AVAILABILITY:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning Start time:							
Morning End Time:							
Afternoon/Evening Start Time:							
Afternoon/Evening End Time:							

\*'Start time' refers to the time you are available to start work and 'End time' refers to the time that you are available to end work.

## ACKNOWLEDGEMENT AND AUTHORIZATION:

\_\_\_\_\_ I certify that all answers given herein are true and complete to the best of my knowledge.  
 Initials

\_\_\_\_\_ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  
 Initials

\_\_\_\_\_ In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.  
 Initials

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date