



Application for Employment

Name: _____
First Middle Last

Phone: (_____) _____ Email: _____

Address: _____
Street City State Zip Code

Position applying for: _____

Who referred you? _____ Rate of pay expected? _____

Have you worked for this company before? _____ Dates: From: _____ To: _____
(month / year) (month / year)

Rate of pay: _____ Position: _____

Reason for leaving: _____

Names of any relatives employed by this company: _____

Are you currently employed? _____ If not, how long since leaving last employment? _____

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4

Last school attended _____
Name Address

GENERAL

Have you ever been convicted of a felony? _____

Have you ever worked for this company under another name? _____ If so, under what name? _____

Can you perform the essential functions of the position for which you are applying for with or without reasonable accommodation?

EMERGENCY CONTACT INFORMATION

Name: _____

Address: _____

Phone: (_____) _____ Relationship: _____

FORMER EMPLOYERS (List below last four employers, starting with last one first)

Dates		Name and Address of Employer	Salary	Position	Reason for Leaving
From					
To					
From					
To					
From					
To					
From					
To					

REFERENCES (Give below the names of three persons not related to you, whom you have known at least one year.)

	Name	Address	Relationship	Years Acquainted
1				
2				
3				

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts may result in my disqualification for employment.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date _____

Can candidate meet the attendance requirements of the position? _____

Can candidate perform the essential functions of the position for which they are interviewing for? _____

General remarks: _____

Hired: yes / no Expected start date: _____ Department: _____ Salary/Wages _____

Approved by: _____