

## Application for Employment

Name

Telephone Number

First

Middle Initial

Last

Address

Street

Apt/Suite#

City

State

Zip

How long at this address

Previous Address

Position you are applying for

Full-time

Part-Time

Either

Are you under the age of 18 Yes

No

Are you legally able to work in the United States: Yes

No

Date available to work

Referred by

Have you worked for this company before? If so, when?

Do you have a relative who is employed by our company? Yes

No

If so, when and where were they employed?

### EDUCATION

	School name, City and State	Did you graduate	Degree/Courses	GPA
		Yes/No		
Elementary School				
High School				
College				
Other				

SKILLS (OFFICE)	Yes/No
Microsoft Word	
Excel	
Powerpoint	
Publisher	

**EMPLOYMENT HISTORY**

Employer	Address	Telephone
Position	Date of Employment From	To
Salary/Wages (per hour)	Mo/Yr	Mo/Yr
Duties		
Reason for Leaving		

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Position	Date of Employment From	To
Salary/Wages (per hour)	Mo/Yr	Mo/Yr
Duties		
Reason for Leaving		

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Salary/Wages (per hour)	Mo/Yr	Mo/Yr
Duties		
Reason for Leaving		

**REFERENCES****PERSONAL**

Name	Address	Telephone
1		
2		

**PROFESSIONAL**

Name	Address	Telephone
1		
2		

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize our company to verify their accuracy and to obtain reference information on my work performance. I hereby release our company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant

Date: