

POSITION APPLIED FOR: \_\_\_\_\_

APPLICANT TELEPHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

# Employment Application

YOUR NAME: \_\_\_\_\_  
 Last First Middle

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

Yes  No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION:  Yes  No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Work (which shifts)? \_\_\_\_\_

Work overtime? \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodations?

Yes  No

Have you ever been convicted of a felony? Yes No

I WILL BE ABLE TO REPORT TO WORK \_\_\_\_\_ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION:	Yrs. Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (May include grammar school) _____			

MILITARY SERVICE:  Yes  No

Duty/Specialized Training: \_\_\_\_\_

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to	Reason for leaving
_____	_____	_____   _____	_____
_____	_____	_____   _____	_____
_____	Supervisor's Name: _____ Telephone: _____		

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_____	_____	_____   _____	_____
_____	_____	_____   _____	_____
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