SAMPLE EMPLOYMENT APPLICATION

*** JOB APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS ***

PLEASE COMPLETE BOTH PAGES

You may complete this sample application by typing in the fields or printing it out and using black or blue pen.

PERSONAL INFORMATION

Name _____
Last *First* *Middle* *Maiden*

Present Address _____
Number (PO Box) *Street* *City* *State* *Zip*

Social Security Number XXX – XX – _____

Phone Home ( ) – _____ – _____ Cell ( ) – _____ – _____

Email _____

Are you eligible to work in the United States? Yes _____ No _____

If under age 18, please list age _____ **Do you have a valid work permit?** Yes _____ No _____

Have you been convicted or pleaded no contest to a felony within the last five years? Yes _____ No _____

If yes, please explain _____

POSITION WANTED

Position Title _____

Salary Desired _____ **When are you available to begin work?** _____

Employment Desired _____ Full-time only _____ Part-time only _____ Full- or part-time
_____ Temporary _____ Day shift _____ Night shift

EDUCATION

School Name _____ **Graduation Date** _____

Address _____ **Major/Degree/Cert** _____

School Name _____ **Graduation Date** _____

Address _____ **Major/Degree/Cert** _____

WORK EXPERIENCE

Please list your work experience beginning with your most recent job held. Attach additional sheets, if necessary.

Name of Employer _____ **Supervisor** _____

Address _____
Number (PO Box) Street City State Zip Code

Phone number ( ) - _____ - _____ **Dates Employed** from _____ to _____
(mm/yy) (mm/yy)

Job Title _____ **Reason for Leaving:** _____

Job Description (duties performed, skills used or learned, equipment used, etc.)

_____

_____

_____

WORK EXPERIENCE

Name of Employer _____ **Supervisor** _____

Address _____
Number (PO Box) Street City State Zip Code

Phone number ( ) - _____ - _____ **Dates Employed** from _____ to _____
(mm/yy) (mm/yy)

Job Title _____ **Reason for Leaving:** _____

Job Description (duties performed, skills used or learned, equipment used, etc.)

_____

_____

_____

REFERENCES

Please list three references other than relatives or previous employers.

Name	Title/Profession	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Applicant's Signature: _____ Date: _____