

# Employment Application

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Daytime telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Social Security Number \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

If you are hired for this position, can you provide written proof that you may legally work in the United States?

Yes  No

On what date are you able to commence work? \_\_\_\_\_

## Employment History

Are you currently employed?  Yes  No

Starting with your current or most recent position, give the requested information:

1. Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Salary \_\_\_\_\_

Description of your job title and duties \_\_\_\_\_

\_\_\_\_\_

Reason for leaving position \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

2. Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Salary \_\_\_\_\_

Description of your job title and duties \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

3. Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Salary \_\_\_\_\_

Description of your job title and duties \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

List and explain any special skills relevant for the position that you have acquired from your employment or other activities (include computer software in which you are proficient).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational History**

	Name and Address of School	Study Specialty	Number of Years Completed	Degree or Diploma
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Other Education	_____	_____	_____	_____

Describe any internships, other specialized training (including job-related experience in the United States military), extracurricular activities, licenses, or degrees that would be particularly helpful in performing this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To make inquiries about your work record, do we need any information about your name or your use of another?

Yes  No

If you answer yes, please explain \_\_\_\_\_

**References**

1. Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ E-mail address \_\_\_\_\_  
How long and in what context have you known this reference? \_\_\_\_\_  
\_\_\_\_\_

2. Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ E-mail address \_\_\_\_\_  
How long and in what context have you known this reference? \_\_\_\_\_  
\_\_\_\_\_

3. Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ E-mail address \_\_\_\_\_  
How long and in what context have you known this reference? \_\_\_\_\_  
\_\_\_\_\_

**Applicant's Declaration**

I understand that the information given in this employment application will be used in determining whether or not I will be hired for this position. I have made certain to give only true answers and understand that any falsification or willful omission will be grounds for refusal of employment or dismissal.

I understand that the employer hires on an employment-at-will basis, which employment may be terminated either by me or the employer at any time, with or without cause, for any reason consistent with applicable state and federal law. If I am offered the position for which I am applying, it will be employment-at-will, unless a written instrument signed by an authorized executive of the employer changes this.

I know that this application is not a contract of employment. I am lawfully authorized to work in the United States and, if offered the position, will give whatever documentary proof of this as the employer may request.

I further understand that the employer may investigate and verify all information I have given in this application, on related documents (including, but not limited to, my résumé), and in interviews. I authorize all individuals, educational institutions, and companies named in this application to provide any information the employer may request about me, and I release them from any liability for damages for providing such information.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_