



Application for Employment

EQUAL OPPORTUNITY EMPLOYER

Personal Data

Name (last, first, middle):	Date:
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Address:

City:	State:	Zip Code:
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Home Phone Number:	E-mail:
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Cell Phone Number:	Text: ☐ Yes ☐ No
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Best time and method to contact you:

Position(s) applying for:

If employed, can you provide proof of authorization to work in the U.S.? ☐ Yes ☐ No

Education Record

High School:

Address:

Did you graduate? ☐ Yes ☐ No

College/University:

Address:

Did you graduate? ☐ Yes ☐ No	Degree:
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Other/Trade or Technical Training:

Address:

Did you graduate? ☐ Yes ☐ No	Degree:
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Graduate School:

Address:

Did you graduate? ☐ Yes ☐ No	Degree:
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Employment History (Begin with most recent employer. Attach additional sheet if needed.)

1. Employer:	Dates of Employment:
Address:	
Phone:	
Title/Duties:	
Manager's Name:	
Reason for Leaving:	

2. Employer:	Dates of Employment:
Address:	
Phone:	
Title/Duties:	
Manager's Name:	
Reason for Leaving:	

3. Employer:	Dates of Employment:
Address:	
Phone:	
Title/Duties:	
Manager's Name:	
Reason for Leaving:	

Extra-Curricular Activities/Volunteer Work



Special Skills (Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for.)

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Have you been employed here before? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Are you at least 16 years of age? ☐ Yes ☐ No

References (Please include name and phone number)

1.

2.

3.

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date