

# Application for Employment

<b>[Company Name]</b>	
[Company Address 1] [Company Address 2] [Company City], [Company State] [Company Zip Code]	
<b>Applicant's Information</b>	
<b>First Name</b> _____	<b>Social Security Number</b> _____ - _____ - _____
<b>Last Name</b> _____	<b>Phone Number</b> _____ - _____ - _____
<b>Nickname</b> _____	
<b>Address</b> _____ _____ _____ _____	<b>Email</b> _____ <b>Alternate Phone Number</b> _____ - _____ - _____ <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Other
<b>Recruitment Information</b>	
<b>Position Applying For</b> _____	
<b>Available to Work</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
<b>Or Specify Shift Preferences</b> <input type="checkbox"/> 1 <sup>st</sup> Shift <input type="checkbox"/> 2 <sup>nd</sup> Shift <input type="checkbox"/> 3 <sup>rd</sup> Shift	
<input type="checkbox"/> Other(s) _____	

**What days and hours are you available to work?**

- Mondays from \_\_\_\_\_ am / pm (circle one) to \_\_\_\_\_ am / pm (circle one)
- Tuesdays from \_\_\_\_\_ am / pm (circle one) to \_\_\_\_\_ am / pm (circle one)
- Wednesdays from \_\_\_\_\_ am / pm (circle one) to \_\_\_\_\_ am / pm (circle one)
- Thursdays from \_\_\_\_\_ am / pm (circle one) to \_\_\_\_\_ am / pm (circle one)
- Fridays from \_\_\_\_\_ am / pm (circle one) to \_\_\_\_\_ am / pm (circle one)
- Saturdays from \_\_\_\_\_ am / pm (circle one) to \_\_\_\_\_ am / pm (circle one)
- Sundays from \_\_\_\_\_ am / pm (circle one) to \_\_\_\_\_ am / pm (circle one)

**How did you learn about this company and position?**

- Job advertisement (identify publication or other media): \_\_\_\_\_
- Employee referral (identify employee): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**Have you previously worked at our company?**  Yes  No

If yes, under what conditions did you leave employment before? \_\_\_\_\_  
\_\_\_\_\_

**Education**

For each level of schooling below, please write the school name, the city and state where it is located, your major and minor subjects, and the degree or diploma you received.

**High School** \_\_\_\_\_

**College 1** \_\_\_\_\_

**College 2** \_\_\_\_\_

**Graduate School** \_\_\_\_\_

**Business, Trade, or Other Schools** \_\_\_\_\_  
\_\_\_\_\_

## Work History

Starting with your current or most recent employer, please provide the following information about the last three companies for which you have worked.

### Employer 1 (current or most recent)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_

Job Title(s) Held \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Immediate Supervisor(s) \_\_\_\_\_

### Employer 2

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_

Job Title(s) Held \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Immediate Supervisor(s) \_\_\_\_\_

**Employer 3**

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Dates Employed** \_\_\_\_\_

**Job Title(s) Held** \_\_\_\_\_

**Job Responsibilities** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Immediate Supervisor(s)** \_\_\_\_\_

**Applicant Consent**

Please carefully read the statements below and initial each one to indicate that you understand and agree to the terms stated. Then sign this form at the bottom.

\_\_\_\_\_ I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or providing deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

\_\_\_\_\_ I give consent to [**Company Name**] to contact the employers listed on this form for my employment references. I authorize these individuals to provide truthful information regarding my employment and previous work experience. In doing so, I waive liability against the employers and individuals contacted as my references, provided the information they supply is honest, factual and given without malice.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Company Purposes Only**

**Interviewer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_