Instructions & Checklist
Employment Application

[ ] This package contains: (1) Instructions and Checklist for the Employment Application; (2) Employment Application.

[ ] This application makes assertions regarding the company’s practice of providing equal employment opportunities; review your company’s policy to ensure its accuracy.

[ ] The applicant should sign the employment application.

[ ] If the applicant is hired, a copy of their employment application should be kept with their other employment records.

[ ] Laws vary from time to time and from state to state. These forms are not intended to be and are not a substitute for legal advice. Employers should consult with their attorneys before using this application to ensure that it complies with all laws.

[ ] The purchase and use of these forms is subject to the “Disclaimers and Terms of Use” found at findlegalforms.com.
It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

**Note:** Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

**POSITION APPLYING FOR:** ________________________________________________________________

**PERSONAL INFORMATION**

First Name ____________________________ Middle Initial ____________________________ Last Name ____________________________

Current Address: ____________________________ ____________________________

Street and Apt. # ____________________________ City ____________________________ State ____________________________ Zip Code ____________________________

Permanent Address (if different from above): ____________________________ ____________________________

Street and Apt. # ____________________________ City ____________________________ State ____________________________ Zip Code ____________________________

Telephone: ____________________________ E-mail: ____________________________

Social Security #: _______ - _______ - _______ Driver’s License #: ____________________________ State: _______

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

   Yes   No

If applicable, please list your visa type, visa # and expiration: ____________________________

Have you ever been convicted of a felony?  Yes  No

If you answered yes, please explain: ____________________________

Have you ever served in the U.S. Military? Yes  No

If yes, please provide the following information:

Branch of Service: ____________________________ Rank at time of separation: ____________________________

I served from ____________________________ to ____________________________.

Special Honors: ____________________________
EMPLOYMENT HISTORY:

Present or Most Recent Employer

Employer: __________________________ Address: __________________________

Your Position: __________________________ Salary: __________________________

Duties: __________________________________________

Dates of Employment: __________________________ to __________________________

Supervisor: __________________________ Name __________________________ Title __________________________

May we contact? Yes No

Reasons for Leaving: ________________________________________

____________________________________________________

____________________________________________________

Prior Employer

Employer: __________________________ Address: __________________________

Your Position: __________________________ Salary: __________________________

Duties: __________________________________________

Dates of Employment: __________________________ to __________________________

Supervisor: __________________________ Name __________________________ Title __________________________

May we contact? Yes No

Reasons for Leaving: ________________________________________

____________________________________________________

____________________________________________________

Prior Employer

Employer: __________________________ Address: __________________________

Your Position: __________________________ Salary: __________________________

Duties: __________________________________________

Dates of Employment: __________________________ to __________________________

Supervisor: __________________________ Name __________________________ Title __________________________

May we contact? Yes No

Reason for leaving: ________________________________________

____________________________________________________

____________________________________________________
### EDUCATION

#### High School

Name and Address

Did you graduate?  □ Yes  □ No  
Attended from _______ to _______.

If you did not graduate, did you receive your GED?  □ Yes  □ No

Special honors or awards:______________________________________________

#### Technical or Vocational School

Name and Address

Did you graduate?  □ Yes  □ No  
Attended from _______ to _______.

Degree or Certification:_______________  Specialty:_____________________

Special honors or awards:______________________________________________

#### College or University

Name and Address

Did you graduate?  □ Yes  □ No  
Attended from _______ to _______.

Degree:________________________  Major:_______________________________

Special honors or awards:______________________________________________

#### College or University

Name and Address

Did you graduate?  □ Yes  □ No  
Attended from _______ to _______.

Degree:________________________  Major:_______________________________

Special honors or awards:______________________________________________
POSITION INFORMATION:

Position Specifications

Position Applying For: ____________________________________________________

How did you hear about this job? __________________________________________

What hours are you willing to work? ________________________________________

Would you be able to work weekends? Yes No

Are you willing to travel for the job? Yes No

When would you would you be able to start? _________________________________

Desired salary: ________________ per ______________

Skills

Please describe any skills you have in the following areas:

Computer:

_____________________________________________________________________________________
_____________________________________________________________________________________
___________________________________

Languages Spoken (other than English):

_____________________________________________________________________________________

Other:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: ________________________________ Date __________________