



## EMPLOYMENT / JOB APPLICATION

### PERSONAL INFORMATION

**FULL NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
First Middle Last

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER (SSN):** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**DATE AVAILABLE:** \_\_\_\_\_ **DESIRED PAY:** \$ \_\_\_\_\_  HOUR  SALARY

**POSITION APPLIED FOR:** \_\_\_\_\_

**EMPLOYMENT DESIRED:**  FULL-TIME (30+ HOURS/WEEK)  PART-TIME (29 HOURS OR LESS/WEEK)  
 SEASONAL (AS NEEDED)

**SHIFTS YOU ARE AVAILABLE TO WORK:**  DAY  NIGHT  EVENING  WEEKENDS

**WILL YOU ACCEPT A JOB THAT REQUIRES YOU TO WORK OVERTIME, INCLUDING WEEKENDS OR HOLIDAYS?**  YES  NO\*

### EMPLOYMENT ELIGIBILITY

**ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S?**  YES  NO\*

(NOTE: ALL APPLICANTS WILL BE REQUIRED TO FURNISH PROOF OF IDENTITY AND LEGAL RIGHT TO WORK IN THE US)

**HAVE YOU EVER WORKED FOR THIS EMPLOYER?**  YES\*  NO

\*IF YES, DATE EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_  
\_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?**  YES\*  NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_



**HOW DID YOU HEAR  
OPENING?** \_\_\_\_\_

**ABOUT THE JOB**

**ARE YOU WILLING TO RELOCATE IF NEEDED FOR THIS POSITION?**  YES  NO\*

**DO YOU HAVE RELIABLE TRANSPORTATION?**  YES  NO\*

**DO YOU HAVE COMPUTER RELATED TRAINING AND EXPERIENCE?**  YES\*  NO

\*IF YES, PLEASE DESCRIBE YOUR EXPERIENCE AND LEVEL OF PROFICIENCY WORKING WITH COMPUTER SYSTEMS, APPLICATIONS, HARDWARE, SOFTWARE, ETC: \_\_\_\_\_  
\_\_\_\_\_

**DO YOU HAVE LICENSES, REGISTRATIONS, CERTIFICATES AND/OR PROFESSIONAL MEMBERSHIPS RELATED TO THE POSITION IN WHICH YOU ARE APPLYING?** (COPY MUST

BE ATTACHED IF A REQUIREMENT OF POSITION IN WHICH YOU ARE APPLYING)  YES\*  NO

\* IF YES, PLEASE COMPLETE THE INFORMATION BELOW:

DESCRIPTION \_\_\_\_\_

NUMBER / STATE ISSUING \_\_\_\_\_ EXPIRES \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

NUMBER / STATE ISSUING \_\_\_\_\_ EXPIRES \_\_\_\_\_

**HOW MANY JOBS HAVE YOU HAD IN THE LAST 5 YEARS?** \_\_\_\_\_

**WHAT IS THE MAXIMUM NUMBER OF EMPLOYEES YOU HAVE SUPERVISED?** \_\_\_\_\_

**ARE YOU UNDER 18 YEARS OF AGE?**  YES\*  NO

\*IF YES, PLEASE FILL OUT AUTHORIZATION & DISCLOSURE FOR MINORS PROVIDED BY HR.

**HAVE YOU BEEN KNOWN BY ANOTHER NAME?**  YES\*  NO

\*IF YES, PLEASE PROVIDE THE NAME(S): \_\_\_\_\_

**DO YOU HAVE RELATIVES WORKING FOR THE COMPANY? IF YES PLEASE INDICATE THE NAME(S) AND RELATIONSHIP TO THE RELATIVE(S).**  YES\*  NO

\*IF YES, COMPLETE THE FOLLOWING:

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Relationship: \_\_\_\_\_



**HAVE YOU BEEN CONVICTED AS AN ADULT, OR ADJUDICATED DELINQUENT AS A JUVENILE, OF ANY VIOLATION OF LAW?**  YES\*  NO

(NOTE: YOU MUST ANSWER YES IF YOU HAVE ANY CONVICTIONS OR ADJUDICATIONS, IN ANY STATE, NO MATTER HOW LONG AGO, WHETHER FELONY OR MISDEMEANOR, EVEN IF THEY HAVE BEEN SET ASIDE, VACATED, PARDONED, EXPUNGED, DISMISSED OR APPEALED, WHETHER OR NOT YOUR CIVIL RIGHTS WERE RESTORED, YOU

SUCCESSFULLY COMPLETED PROBATION, WENT TO TRIAL, ENTERED A GUILTY PLEA OR A NO CONTEST PLEA)

\*IF YES, PLEASE EXPLAIN ALL CONVICTIONS AS ACCURATELY AND COMPLETELY AS POSSIBLE. CONVICTIONS WILL BE EVALUATED IN RELATION TO THE PARTICULAR POSITION YOU ARE APPLYING FOR AND WILL NOT NECESSARILY DISQUALIFY YOU FOR EMPLOYMENT:

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**HAVE YOU EVER HAD ANY DISCIPLINARY ACTION TAKEN AGAINST ANY PROFESSIONAL LICENSE OR CERTIFICATE OR HAD A PROFESSIONAL LICENSE OR CERTIFICATE SUSPENDED OR REVOKED?**  YES\*  NO

\*IF YES, PLEASE EXPLAIN AS ACCURATELY AND COMPLETELY AS POSSIBLE:

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**HAVE YOU BEEN INVOLVED IN CIVIL ACTIONS IN WHICH YOU WERE A PARTY OTHER THAN FOR DIVORCE PROCEEDINGS?**  YES\*  NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_

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**EDUCATION**

**HIGH SCHOOL:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DIPLOMA:** \_\_\_\_\_



**COLLEGE:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DEGREE:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DEGREE/CERTIFICATION:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DEGREE/CERTIFICATION:** \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

**EMPLOYER 1:** \_\_\_\_\_  
Company / Individual

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite

\_\_\_\_\_  
City State Zip Code

**STARTING PAY:** \$ \_\_\_\_\_  HOUR  SALARY **ENDING PAY:** \$ \_\_\_\_\_  HOUR  SALARY

**JOB TITLE:** \_\_\_\_\_ **RESPONSIBILITIES:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_



**EMPLOYER 2:** \_\_\_\_\_  
Company / Individual

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYER 3:** \_\_\_\_\_  
Company / Individual

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_



**PLEASE EXPLAIN IN GAPS IN YOUR WORK HISTORY LISTED ABOVE.** (NOTE: ANY UNEXPLAINED EMPLOYMENT GAPS EXCEEDING 30 DAYS MAY DISMISS YOU FROM FURTHER CONSIDERATION IN THE EMPLOYMENT PROCESS)  YES\*  NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

**HAVE YOU BEEN FIRED, TERMINATED OR REQUESTED TO RESIGN (INSTEAD OF TERMINATION) FROM ANY POSITION IN THE PAST 10 YEARS?**  YES\*  NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**  
(PROFESSIONAL ONLY)

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_



**MAY WE CONTACT ALL ABOVE?**  YES  NO

**REFERENCES LISTED**

**MILITARY SERVICE**

**ARE YOU A VETERAN?**  YES  NO

BRANCH: \_\_\_\_\_ RANK AT DISCHARGE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TYPE OF DISCHARGE: \_\_\_\_\_

IF NOT HONORABLE, PLEASE EXPLAIN: \_\_\_\_\_

**BACKGROUND CHECK CONSENT**

**IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK?**  YES  NO

**DISCLAIMER**

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge and agree to hold the company in which I am applying and its agents harmless from all liability that could result from the company or its agents response or relate in any way to the disclosure of private information or any assessment or opinion of my suitability for employment that may be provided. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_