

Employment Application



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|------------------------------|-----------------------|
| How were you referred to us: | Position Applied For: |
|------------------------------|-----------------------|

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date Available to Start: _____ Salary Requirements: _____

Are you a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? Yes No

Have you ever pleaded guilty, no contest or been convicted of a crime? Yes No

Summarize your Special Skills or Qualifications List any special skills or experience that you feel would help you in the position that you are applying for (Leadership, organizations/teams, etc.)

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Education / Qualifications Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs.

| School | Degree | City/State |
|--------|--------|------------|
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References Please list three professional reference not related to you, with full name, address, phone number, and relationship. If you don't have three professional references then list personal, unrelated references.

| Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
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Work History Start with your present or most recent employment and work back. Use separate sheet if necessary.

| | | |
|--------------------|------------------------|----------------------|
| Job Title: | Start Date (mo/day/yr) | End Date (mo/day/yr) |
| Company Name | Supervisor | Phone Number |
| City | State | Zip |
| Duties: | | |
| Reason for Leaving | Starting Salary | Ending Salary |

| | | |
|--------------------|------------------------|----------------------|
| Job Title: | Start Date (mo/day/yr) | End Date (mo/day/yr) |
| Company Name | Supervisor | Phone Number |
| City | State | Zip |
| Duties: | | |
| Reason for Leaving | Starting Salary | Ending Salary |

| | | |
|--------------------|------------------------|----------------------|
| Job Title: | Start Date (mo/day/yr) | End Date (mo/day/yr) |
| Company Name | Supervisor | Phone Number |
| City | State | Zip |
| Duties: | | |
| Reason for Leaving | Starting Salary | Ending Salary |

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal employment, educational, and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview may result in discharge. I understand and agree that I am subject to taking a drug test before employment is finalized.

Signature of Applicant: _____ Date: _____