



APPLICATION FOR EMPLOYMENT

CONTACT INFORMATION:

Name _____

Address _____

City, State, Zip _____

Phone _____ Alternate Phone _____

E-mail _____

WORK EXPERIENCE: Start with your most recent job and work backwards. If you have no work history, list volunteer, charitable or non-paid experiences.

JOB HISTORY #1

Job Title: _____

Organization/Company Name _____

Address: _____

City: _____ State _____ Zip _____ Phone _____

Supervisor's Name: _____

Dates Employed: from _____ to _____

Salary: Starting _____ Ending _____

Reason for leaving _____

Describe what you did on this job: _____

Accomplishments/awards/honors: _____

What did you like about this job? _____

What did you dislike about this job? _____

JOB HISTORY #2

Job Title: _____

Organization/Company Name _____

Address: _____

City: _____ State _____ Zip _____ Phone _____

Supervisor's Name: _____

Dates Employed: from _____ to _____

Salary: Starting _____ Ending _____

Reason for leaving _____

Describe what you did on this job: _____

Accomplishments/awards/honors: _____

What did you like about this job? _____

What did you dislike about this job? _____

JOB HISTORY #3

Job Title: _____

Organization/Company Name _____

Address: _____

City: _____ State _____ Zip _____ Phone _____

Supervisor's Name: _____

Dates Employed: from _____ to _____

Salary: Starting _____ Ending _____

Reason for leaving _____

Describe what you did on this job: _____

Accomplishments/awards/honors: _____

What did you like about this job? _____

What did you dislike about this job? _____

EDUCATION AND TRAINING:

High School or GED:

Did you graduate from High School or receive your GED? ___ Yes ___ No

Name of High School / GED Center _____

Location (City / State) _____

Year Graduated _____ or Number of years completed _____

In what subjects did you do best? _____

What subjects did you like most? _____

What subjects did you like least? _____

College or Universities:

Did you attend a college or university? ___ Yes ___ No

Name(s) of College or University attended _____

Year Graduated _____ or Number of years completed _____

Degrees/Certificates earned: _____

Major: _____ Minor: _____

In what subjects did you do best? _____

What subjects did you like most? _____

What subjects did you like least? _____

Training Programs: Other Professional, technical, clerical, management, license.

Certificate/License Earned _____

Date of Certification: _____

Name of the School or Course _____

Description of the Course _____

Use an additional page for each school attended or training program you completed.

SPECIAL SKILLS AND ABILITIES:

List any special skills or abilities: _____

Foreign languages/American sign language:

Fluent in: _____
Somewhat fluent in: _____

Computer Software / Special Skills

List the software(s) or skill(s) you are experienced with and describe your level of expertise for each:

Machines/Equipment:

List any equipment or machinery that you are skilled in using:

Clerical Skills:

List any clerical skills that you may have:

Soft Skills / People Skills:

Please list any soft skills or people skills you may have:

Other Skills (Please be Specific):

MILITARY HISTORY:

Have you ever served in the Armed Forces? ___ Yes ___ No

If yes, which branch of service _____

Dates served: From _____ to _____ Current Rank or Rank at Discharge _____

Duties and/or Special Training _____

Decorations or Awards _____

OTHER INFORMATION:

Hobbies/interests: _____

Memberships in Organizations/Volunteer/Community Activities

CRIMINAL BACKGROUND:

Have you ever been convicted of a Felony? ___ Yes ___ No

If yes, what were the date(s)? _____

Please give a brief description of the offense (s) _____

Have you ever been convicted of a Misdemeanor? ___ Yes ___ No

If yes, what were the date(s)? _____

Please give a brief description of the offense (s) _____

REFERENCES:

Reference #1

Name _____

Address: _____

City: _____ State _____ Zip _____

Email Address: _____

Occupation: _____

Relationship to You _____

Reference #2

Name _____

Address: _____

City: _____ State _____ Zip _____

Email Address: _____

Occupation: _____

Relationship to You _____

Reference #3

Name _____

Address: _____

City: _____ State _____ Zip _____

Email Address: _____

Occupation: _____

Relationship to You _____

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date