



Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Times Available/Scheduling Conflicts:

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

AUTHORIZATION "I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information. I also understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time. This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Signature: _____ Date: _____

(Please be sure to complete the following Employee Qualities Expectations page.)

**TO GET A BETTER IDEA IF YOU HAVE THE QUALITIES WE ARE LOOKING FOR,
PLEASE CHECK THE BOX THAT APPLIES TO YOU.**

MY CELL PHONE IS MY TOP PRIORITY.

YES NO

I FOLLOW THE RULES. YES NO

IF SALES ARE LOW THAT IS NOT MY PROBLEM.

YES NO

I HAVE PERSONAL INTEGRITY. YES NO

I FIND HARD WORK PERSONALLY REWARDING.

WHEN I'M IN A BAD MOOD EVERYONE KNOWS IT.

YES NO

YES NO

I DO MY BEST WORK EVERY TIME. YES NO

I AM HONEST. YES NO

**THE FOLLOWING ARE THE PHYSICAL
CAPABILITIES REQUIRED OF THE CURRENT
POSITIONS:**

I AM CALM AND COMPOSED, EVEN WHEN
OTHERS ARE NOT.

YES NO

I AM SENSITIVE TO DUST OR OTHER ALLERGENS.

YES NO

I AM WILLING AND ABLE TO DO UNPLEASANT
TASKS.

YES NO

I CAN BE ON MY FEET A GOOD PORTION OF THE
DAY.

YES NO

I AM A PROBLEM SOLVER. YES NO

I CAN BEND AND LIFT 30 POUNDS.

YES NO

I TAKE RESPONSIBILITY FOR MY WORK AND MY
ACTIONS.

YES NO

I CAN WALK AT A BRISK PACE.

YES NO

I DOUBLE CHECK MY WORK. YES NO

I ANSWER QUESTIONS THOUGHTFULLY AND
COURTEOUSLY.

YES NO

I AM BRIGHT, CHEERFUL, AND WELL MANNERED.

YES NO

I CAN HANDLE ALL KINDS OF SITUATIONS.

YES NO

IF NO ONE KNOWS, IT DOESN'T MATTER.

YES NO

BAD SERVICE IS A FACT OF LIFE.

YES NO



Office use:

References checked

Hire Date _____

Termination Date _____