

SAMPLE EMPLOYMENT APPLICATION

* JOB APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS *

PLEASE COMPLETE BOTH PAGES

You may complete this sample application by typing in the fields or printing it out and using black or blue pen.

PERSONAL INFORMATION

Name _____
Last First Middle Maiden

Present Address _____
Number (PO Box) Street City State Zip

Social Security Number XXX - XX - _____

Phone Home () - _____ - _____ Cell () - _____ - _____

Email _____

Are you eligible to work in the United States? Yes _____ No _____

If under age 18, please list age _____ Do you have a valid work permit? Yes _____ No _____

Have you been convicted or pleaded no contest to a felony within the last five years? Yes _____ No _____

If yes, please explain _____

POSITION WANTED

Position Title _____

Salary Desired _____ When are you available to begin work? _____

Employment Desired _____ Full-time only _____ Part-time only _____ Full- or part-time
_____ Temporary _____ Day shift _____ Night shift

EDUCATION

School Name _____ Graduation Date _____

Address _____ Major/Degree/Cert _____

School Name _____ Graduation Date _____

Address _____ Major/Degree/Cert _____

WORK EXPERIENCE

Please list your work experience beginning with your most recent job held.
Attach additional sheets, if necessary.

Name of Employer _____ Supervisor _____

Address _____
Number (PO Box) Street City State Zip Code

Phone number () - - Dates Employed from _____ to _____
(mm/yy) (mm/yy)

Job Title _____ Reason for Leaving: _____

Job Description (duties performed, skills used or learned, equipment used, etc.)

WORK EXPERIENCE

Name of Employer _____ Supervisor _____

Address _____
Number (PO Box) Street City State Zip Code

Phone number () - - Dates Employed from _____ to _____
(mm/yy) (mm/yy)

Job Title _____ Reason for Leaving: _____

Job Description (duties performed, skills used or learned, equipment used, etc.)

REFERENCES

Please list three references other than relatives or previous employers.

Name	Title/Profession	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Applicant's Signature: _____ Date: _____