



## APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

**Important Legal Notice:** An employer may not use any information provided by a job applicant in a way which results in illegal discrimination against the job applicant under applicable federal, state, or local law. For example, an employer may be subject to legal liability for denying a job opportunity to an applicant on the basis of information provided by the applicant regarding his or her educational background unless the information is reasonably related to the applicant's ability to perform the job or there is an otherwise legitimate business reason.

### PERSONAL INFORMATION

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ INITIAL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ APARTMENT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ MOBILE TELEPHONE: \_\_\_\_\_ TEXT OK?    Y    N

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?      YES      NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME?      YES      NO

*If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. You are not required to disclose sealed or expunged records of conviction or arrests. Please use the back of this form if more space is required.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### POSITION DESIRED

POSITION: \_\_\_\_\_ WAGES EXPECTED: \_\_\_\_\_ TIME:      FULL      PART

START DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DAYS / HOURS AVAILABLE: \_\_\_\_\_

CURRENTLY EMPLOYED:    YES    NO    OK TO CONTACT CURRENT EMPLOYER?    YES    NO

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHEN: \_\_\_\_\_

(CONTINUED)

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**EMPLOYMENT HISTORY**

DATES	EMPLOYER NAME AND ADDRESS	JOB TITLE/DESCRIPTION OF DUTIES
1. _____ TO _____	_____ _____ _____	_____ _____ _____
2. _____ TO _____	_____ _____ _____	_____ _____ _____
3. _____ TO _____	_____ _____ _____	_____ _____ _____
4. _____ TO _____	_____ _____ _____	_____ _____ _____

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**EDUCATION**

NAME OF SCHOOL	CITY / STATE	COURSE/DEGREE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**TRAINING OR SPECIAL STUDY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**LIST OF ESSENTIAL JOB RELATED FUNCTIONS**

Specify experience in any of the following:

Technical support/troubleshooting PCs or related:    YES    NO    If yes, please describe below:

\_\_\_\_\_

Teaching or working with young adults:    YES    NO    If yes, please describe below:

\_\_\_\_\_

Record keeping, documentation, and reporting:    YES    NO    If yes, please describe below:

\_\_\_\_\_

Please list any other skills you feel make you especially qualified for this position: \_\_\_\_\_

\_\_\_\_\_

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**REFERENCES**

Please provide the names of three persons not related to that you have known you for at least one year:

NAME	PHONE	RELATIONSHIP	OCCUPATION	YEARS KNOWN
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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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 LISTED ABOVE TO GIVE ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE- FOR EMPLOYER USE ONLY**

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES CHECKED AND ON FILE:

EMPLOYMENT: YES NO EDUCATION: YES NO PERSONAL: YES NO

HIRE: YES NO POSITION: \_\_\_\_\_ LOCATION: \_\_\_\_\_

SALARY/WAGE: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_

ACCEPTED: YES NO HIRE DATE: \_\_\_\_\_

APPROVED (SIGNATURE):

OPS. MANAGER: \_\_\_\_\_ EX. DIRECTOR: \_\_\_\_\_