



# Application for Employment

Date: \_\_\_\_\_

Directions: Type or print in *blue or black ink*. Answer all questions which are applicable. Please do not state "See Resume".

## Personal Information

Last name	First name	Middle
Address	City	State
Phone	Day Phone (if different)	Social Security #
Fax #	E-Mail address	

## Employment Information

Position for which you are applying: \_\_\_\_\_

Are you employed at the present time? \_\_\_\_\_ If yes, please complete the information below:

Employer's Name: \_\_\_\_\_

Employers's Address: \_\_\_\_\_

\_\_\_\_\_

- How long have you been with current employer? \_\_\_\_\_ Present Salary: \_\_\_\_\_
- If offered a position, when can you report for work? \_\_\_\_\_
- If hired can you show proof of your legal right to work in the U.S.?    Yes    No
- Have you ever been dismissed, or asked to resign from any position?    Yes    No
- Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment?    Yes    No

*A yes answer to the above does not necessarily disqualify an applicant from employment.*

If yes to #4 or 5, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Education

Please list on the following lines all schools attended and any other pertinent information about your education.

School(s)	Subjects Studied (if applicable)	
High School		Diploma:    YES    NO
College (including dates attended)		Degree:                      Year:
Training (for employment)		Certification:



Please Print

**Employment Experience (List most recent experience first)**

Name & Address	Position(s) held	Dates (Start-End)

Please Print

**References**

Name & Address (Include City, State, Zip)	Phone	Relationship

**The following section is to be completed by applicant for an OFFICE POSITION:**

Can you type? \_\_\_\_\_ How many words per minute? \_\_\_\_\_

Computer Skills: \_\_\_\_\_ Macintosh \_\_\_\_\_ PC

Excel \_\_\_\_\_ Other \_\_\_\_\_

Circle Proficiency:    Beginner    Intermediate    Advanced

Please provide additional computer and software knowledge:

\_\_\_\_\_

\_\_\_\_\_

**I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*