

EMPLOYMENT APPLICATION

Last Name:	First Name:	MI:	SS#:
Current Address:			
Home Phone:	Cell Phone:	Email:	
If hired can you provide proof that you are legally able to work in the United States			Yes No
Have you ever been convicted of a criminal offense (felony or misdemeanor) If yes, please state nature of offense(s), date(s), city, state a deposition on separate sheet of paper. Note: An affirmative answer will not necessarily result in disqualification for employment.			
			Yes No
How were you referred to us?			
Advertisement	Employee	Employment Agency	Walk-in Other
List any relatives or friends employed with this Company:			Relationship

EMPLOYMENT

Position Desired:	Salary Desired:
What days and hours are you available to work?	
Are you available for overtime? Yes No	
Are you over 18 years of age? Yes No	
When are you available to begin work?	
If under 18, can you provide a work permit? Yes No	
Are you able to perform the essential functions of the job for which you are applying? Yes No	
(Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions)	

SKILLS

Many of our (customer/clients) do not speak English. Do you speak or understand any foreign language?	
Yes No	
If yes which language(s) and with what proficiency:	
Are you able to operate a personal computer? Yes No	Types of Software:
Specific skills or training: What knowledge, special skills and/or individual capabilities do you have which prepare you for the position applied for?	

EDUCATION

Type of School	Name & Location Of School	# of years to complete	Graduated		Degree(s) or Diploma(s)	Major Field of Study
			Yes	No		
High School or Trade School						
Business or Tech School						
Jr. College and/or University						
Other Training (Explain)						

EMPLOYMENT HISTORY

Experience: Please account for all employment within the last seven (7) years, beginning with your current or more recent employer. In addition, please indicate any other experience which you believe is relevant to the position for which you are applying (e.g., volunteer experience, military service, experience gained over seven (7) years prior, etc) Attach an additional sheet if needed for more space.

Answer all of the following questions if you are applying for a professional, licensed or certified position:

Are you licensed/certified for the job you are applying for? Yes No

Name of license/certification:

Issuing state:

OKey #
License certification:

Has your license/certification ever been revoked or suspended Yes No
If yes, explain;

POSTION HELD

Company Name:	Dates Employed: From: To:	Starting Salary:
Street Address:	Job Title:	Ending Salary: Hours Worked: From: To:
City, State, Zip Code:	Supervisor:	May we contact this employer? Yes No
Telephone:	What is the most important skill demonstrated on the job?	
Specific Duties:		
Reason for leaving:		

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