

EMPLOYMENT APPLICATION

PERSONAL INFORMATION: (please print clearly)

Date: _____

NAME _____ SOC. SEC. # _____
First M.I. Last
ADDRESS _____ CITY _____ STATE _____ ZIP _____
TELEPHONE _____ CELL PHONE or PAGER _____

In Case of Emergency Notify:

NAME _____ TELEPHONE _____
First Last
ADDRESS _____ CITY _____ STATE _____ ZIP _____

Availability:

Are you legally able to be employed in this country? Yes No (If hired, verification will be required by law)
What type of position are you seeking? Part Time Full Time Seasonal Temporary
Are you able to meet attendance requirements of the position? Yes No

Hours Available:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
To:							
From:							

Total Hours Available Per Week _____
Date Available to Start Work _____
Have you been convicted of a felony in the last 7 years? Yes No
(Conviction will not necessarily disqualify an applicant from employment)

SCHOOL MOST RECENTLY ATTENDED:

NAME _____ ADDRESS _____
CITY _____ STATE _____ TELEPHONE _____
TEACHER/COUNSELOR _____ LAST GRADE COMPLETED _____ GRADE AVERAGE _____
Graduated? Yes No Now Enrolled? Yes No
Higher Education _____ Years Completed _____ Degrees _____
Sports, Interests, or Activities _____

MOST RECENT EMPLOYMENT: (List at Least the Last two if Applicable)

NAME _____ ADDRESS _____
CITY _____ STATE _____ TELEPHONE _____
POSITION _____ SUPERVISOR _____
DATES WORKED: From _____ To _____ Wage _____
Reason for leaving _____
Mgmt. Ref. Check done by _____

NAME _____ ADDRESS _____
CITY _____ STATE _____ TELEPHONE _____
POSITION _____ SUPERVISOR _____
DATES WORKED: From _____ To _____ Wage _____
REASON FOR LEAVING _____
Mgmt. Ref. Check done by _____

Do we have permission to contact your last employer? Yes No
If no please explain _____

REFERENCES: (Please do not use family members)

NAME _____ PHONE _____ YEARS KNOWN _____
NAME _____ PHONE _____ YEARS KNOWN _____
NAME _____ PHONE _____ YEARS KNOWN _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER