



Employment Application

Position Applying for: _____ Date: _____

How were you referred to us? _____

Full Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell/Other _____

Email _____

Soc. Sec. No. _____

Date Available to Start _____ Salary Desired _____

Desire Full Time _____ Part Time _____ Temporary _____

Please indicate the times you are available:

Day	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Additional notes regarding work schedule:

EDUCATION	NAME OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS SCHOOL, ETC				

Previous Employment:

Dates of Employment: _____ to _____

Position(s) Held: _____

Employer Name: _____ Phone: _____

Mailing Address: _____

Supervisor: _____ Title: _____

Responsibilities:

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____ May we contact? _____

Dates of Employment: _____ to _____

Position(s) Held: _____

Employer Name: _____ Phone: _____

Mailing Address: _____

Supervisor: _____ Title: _____

Responsibilities:

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____ May we contact? _____

Summarize Your Skills and Qualifications _____

“I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.”

“In consideration of my employment, I agree to conform to the company’s rules and regulations, and I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at either my or the company’s option. I also understand and agree that the terms and conditions of my employment may be changed with or without cause and with or without notice at any time by the company. I understand that no company representative, other than it’s president, and then only when in writing and signed by the president has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.”

Signature of Applicant _____ Date _____

OFFICE USE ONLY:

Comments
