



# Employment Application

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

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt./Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number (optional) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_ Were you referred by an employee? \_\_\_\_\_

Desired Employment Position: \_\_\_\_\_ Have you ever applied before? \_\_\_\_\_

Date available for work: \_\_\_\_\_ Salary required: \_\_\_\_\_ per \_\_\_\_\_

## Education

### High School

Name of school: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years completed? \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_

### College

Name of school: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

### Other

Name of school: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

Special Courses (Please list any additional training you may have received, including military training, apprenticeship programs, vocational training, courses or seminars, etc.):

\_\_\_\_\_

\_\_\_\_\_

**Employment History**

**Present or Most Recent Employer**

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_ May we contact this employer? \_\_\_\_\_

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**Additional Employment History**

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_ May we contact this employer? \_\_\_\_\_

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Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_ May we contact this employer? \_\_\_\_\_

## Professional Licenses/Certifications

License/Certification	State	License Number	Date Expires

## References (Please do not include family members or relatives)

Name	Current Position and Company	Phone Number

## Special Questions

Do you have any physical limitations, which would preclude you from performing the essential functions of this job, with or without accommodations? The essential functions of the position include:

- Lifting 30 – 50 lbs. dozens of times a day
- Some heavy cleaning
- Going on walks up to 1 mile
- Holding children, standing for more than one hour at a time
- Bending over to pick up children weighing between 10 and 50 pounds

YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, what accommodations could be made to allow you to perform the essential functions of the position?

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Have you ever been convicted of a felony criminal offense? YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Are you legally eligible for employment in the United States of America? YES: \_\_\_\_\_ NO: \_\_\_\_\_

I certify that the information I have provided in this employment application is accurate and has been completed to the best of my knowledge and ability. I understand that any falsification misrepresentation or omission in my interviews or any other employment record will be sufficient reason to deny employment and/or may be reason for future dismissal.

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