

**Employment Application** (Office Only: New or Rehire / Position: Rate: $ )

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION** (REHIRE? COMPLETE THRU DIRECT DEPOSIT QUESTION BELOW AND SIGN/DATE PAGE 2) | | | | | | | | | | |
| Last Name | | | | First | | | M.I. | Date | | |
| Street Address | | | | | | | Apartment/Unit # | | | |
| City | | | | State | | | ZIP | | | |
| Cell Phone | | | | E-mail Address | | | | | | |
| Date Available | | Social Security No. | | | | Desired Salary | | | | |
| Full time | Or Part time |  |  |  |  | Date of Birth | | | | |
| Position(s) Applied for | | | | | | | | | | |
| Are you a citizen of the United States? | | YES | NO | | If no, are you authorized to work in the U.S.? | | | | YES | NO |
| Have you ever worked for this company? | | YES | NO | | If so, position & when?\*\* |  |  |  |  |  |
| Have you ever been convicted of a felony? | | YES | NO | | If yes, explain |  |  |  |  |  |

**\*\*If Rehire: Has your direct deposit bank information changed? YES or NO** (Please circle)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION** | | | | | | | |
| High School | | | Address | | | | |
| From | To | Did you graduate? | YES | NO |  | Degree | |
| College | | | Address | | | | |
| From | To | Did you graduate? | YES | NO |  | Degree | |
| Other | | | Address | | | | |
| From | To | Did you graduate? | YES | NO |  | Degree | |
| **REFERENCES** | | | | | | | |
| Please list three professional references. | | | | | | | |
| **Full Name** | | | | | Relationship | | |
| Company | | | | | Phone | | ( ) |
| Address | | | | | | | |
| **Full Name** | | | | | Relationship | | |
| Company | | | | | Phone | | ( ) |
| Address | | | | |  | | |
| **Full Name** | | | | | Relationship | | |
| Company | | | | | Phone | | ( ) |
| Address | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT** | | | | | | | | |
| **Company** | | | | Phone | ( | | ) |  |
| Address | | | | Supervisor | | | | |
| Job Title | | | Starting Salary | $ |  |  | Ending Salary | $ |
| Responsibilities | | | | | | | | |
| From | To | Reason for Leaving | | | | | | |
| May we contact your previous supervisor for a reference? | | | YES | NO |  |  |  |  |
| **Company** | | | | Phone | ( ) | |  |  |
| Address | | | | Supervisor | | | | |
| Job Title | | | Starting Salary | $ |  |  | Ending Salary | $ |
| Responsibilities | | | | | | | | |
| From | To | Reason for Leaving | | | | | | |
| May we contact your previous supervisor for a reference? | | | YES | NO |  |  |  |  |
| **Company** | | | | Phone | ( ) | |  |  |
| Address | | | | Supervisor | | | | |
| Job Title | | | Starting Salary | $ |  |  | Ending Salary | $ |
| Responsibilities | | | | | | | | |
| From | To | Reason for Leaving | | | | | | |
| May we contact your previous supervisor for a reference? | | | YES | NO |  |  |  |  |
| **MILITARY SERVICE (OPTIONAL)** | | | | | | | | |
| Branch | | | | | | From | To |  |
| Rank at Discharge | | | | | | Type of Discharge | | |
| If other than honorable, explain: | | | | | | | | |
| **DISCLAIMER AND SIGNATURE** | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | | | | | | | | |
| **Signature** |  |  |  |  |  |  | **Date** |  |