



## Application for Employment

No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Cellphone # (\_\_\_\_) \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (optional if age 18 or more) Social Security # \_\_\_\_\_

Position applying for or type of work desired: \_\_\_\_\_

Type of employment desired: \_\_\_Full-time \_\_\_Part time \_\_\_Temporary Desired wage/hr.: \$ \_\_\_\_\_

Date you would be available to begin employment: \_\_\_\_\_

Can you submit proof of identity and legal employment eligibility? \_\_\_\_\_Yes \_\_\_\_\_No

If you are under 18, can you furnish a work permit required? \_\_\_\_\_Yes \_\_\_\_\_No

Do you have any objection to working overtime if necessary? \_\_\_\_\_Yes \_\_\_\_\_No

Are you available to work evenings and Saturdays? \_\_\_\_\_Yes \_\_\_\_\_No

Who referred you to us? \_\_\_\_\_

## Employment History

Please provide previous employment information beginning with the most recent

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Immediate supervisor and title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

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

\_\_\_\_\_

(over)

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Immediate supervisor and title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Immediate supervisor and title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

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

**Other Skills and Qualifications**

Summarize any job-related training, skills, experience or other information you think would be helpful:

\_\_\_\_\_  
\_\_\_\_\_

**Educational History**

List school name, location and years completed.

School: \_\_\_\_\_ Grade completed: \_\_\_\_\_

High School: \_\_\_\_\_ Grade completed: \_\_\_\_\_

College: \_\_\_\_\_

**References**

List names, phone numbers and relationship of 3 persons not related to you, who know your qualifications (i.e. Pastor, neighbor, teacher, mentor etc.).

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions and references, as well as any criminal background checks considered necessary. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I acknowledge that I have read and understand the foregoing, and that this application expires after 30 days.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_