



# EMPLOYMENT APPLICATION

## GENERAL INFORMATION

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Last Name \_\_\_\_\_ Initial \_\_\_\_\_ First Name \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Alternate Telephone Number \_\_\_\_\_  
 Are you eligible to work in the United States?  Y  N (Proof will be required to be presented upon hire)  
 Are you at least 18 years of age or older?  Y  N  
 Have you ever applied here before?  Y  N If yes, When \_\_\_\_\_  
 Have you ever been convicted of a felony? (Conviction of a crime will not necessarily bar you from employment)  
 Y  N If yes, please explain \_\_\_\_\_

## WORK PREFERENCE

Position Applied for \_\_\_\_\_ Rate of pay expected \_\_\_\_\_  
 Hours preferred:  Full-time  Part-time  Other \_\_\_\_\_ Date available \_\_\_\_\_

## DRIVING HISTORY

*Please complete if you are applying for a job involving travel or the use of a company car.*

Driver's license number and state issued \_\_\_\_\_  
 Have you had any traffic violations in the last five years?  Y  N How many? \_\_\_\_\_  
 Have you ever had your driver's license suspended or revoked?  Y  N

## EDUCATION

Name and Address	Years Completed	Degree/course of study
High School		
College/University		
Trade/Business		
Other		

## EMPLOYMENT HISTORY

Please list most recent employer first. Account for all time since school, including unemployed periods and military experience. Continue on a separate sheet, if necessary.

Company Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Duties \_\_\_\_\_  
 Company Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
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Duties \_\_\_\_\_

Company Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Duties \_\_\_\_\_

**REFERENCES**

Please list three business references - those who have knowledge of your work experience, ethic, and ability.

Name	Address	Phone

**SKILLS**

Please list all skills, abilities, training, etc. that you feel would assist you in qualifying you for the position. Include any machines or special equipment you have operated.

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

In what languages are you fluent? (list if job related only) \_\_\_\_\_  
List any job related professional licenses \_\_\_\_\_

List any certifications received \_\_\_\_\_

**REFERRAL SOURCE**

Advertisement  Employment Agency  TWC  Walk-in  Friend  Other \_\_\_\_\_

I certify that all the information provided by me in this application is true and complete, and I understand that any misstatement, falsification, or omission of information is grounds for refusal of hire, or if hired, termination, regardless of when found.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you. I also authorize this employer to conduct a credit, criminal and/or consumer report investigation and any other type of inquiry deemed necessary.

I authorize this company to request, receive, and verify, all information given on this application.

I further acknowledge that if I am employed, my employment will be at-will, and may be terminated with or without cause at any time by me or by my employer.

I understand that this application will be given due consideration, but it's receipt does not imply that I will be employed.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_