



Name

Phone

Address

Email

Position Applying for

Salary or Pay Desired

Describe Prior Experience

Related Schooling/Training

Office Skills

Date Available

Full-time

Part-time

Temporary

Availability: Day Afternoon Graveyard Rotating Weekends Holidays

Will you work daily overtime on occasion if necessary?

Yes No

Will you work extra days in the week if necessary?

Yes No

Do you have any continuing military obligations that might affect your work schedule?

Yes No

Do you plan to work elsewhere or attend school while working here?

Yes No

Are you presently employed?

Yes No

How much advance notice do you wish to give to your present employer? _____

Do you authorize us to contact your present employer as a reference?

Yes No

Do you authorize us to contact your previous employers for references?

Yes No

Have you ever worked for this agency before?

Yes No

Have you ever been discharged for cause?

Yes No

Have you earned any pension or retirement credits other than Social Security in any prior employment? Yes No

Do you have any friends or relatives working for this company? If so, who are they, and what is their relationship to you.

Hobbies/Interests

Education

High School

School Name

Location

Highest Year Completed: 9 10 11 12

Special Courses

College or University

School Name

Location

Years attended

Degree

Major

Other (Graduate, Trade School, Correspondence School, etc)

School Name

Location

Length of Course

Was Course Completed?

Subjects Taken

Employment Background (Start with most recent position)

Employer

Supervisor's Name

Address

Phone

Main Duties

From / To

Starting Pay / Leaving Pay

Why did you leave?

Employer

Supervisor's Name

Address

Phone

Main Duties

_____/_____
From / To

_____/_____
Starting Pay / Leaving Pay

Why did you leave?

Employer

Supervisor's Name

Address

Phone

Main Duties

_____/_____
From / To

_____/_____
Starting Pay / Leaving Pay

Why did you leave?

Certificate of Applicant

All information on this form is true and correct to the best of my knowledge. I understand that any omission or misrepresentation of information may cause my application to be rejected or, if I am hired, may cause me to be terminated. I authorize any employer accepting this application and any person, organization, former employer or other entity listed in this application to ask or answer any and all questions about me and I agree not to sue and to hold harmless any person or entity that provides information or expresses an opinion about me or my performance. I understand that this document is an application for employment and not an offer to employ me. I understand that if I am employed, my employer may terminate me at any time without reason or explanation. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment. If hired, I agree that the value of any advance payment, property issued me, or other debt I owe my employer shall be due upon termination of my employment and may be deducted from wages or other payments owed me at the time of such termination.

Applicants Signature

Date