

EMPLOYMENT APPLICATION

Name in Full: _____ Date: _____
(Please Print Plainly)

Address: _____ Home Tel. No: _____
(Street Number or PO Box)

City: _____ State & Zip: _____

EMPLOYMENT POSITIONS

Position (s) applying for: _____

- Temporary work - such as summer work? { } Yes or { } No
- Regular part-time work? { } Yes or { } No
- Regular full-time work/ { } Yes or { } No

What days and hours are you available for work? _____

If applying for temporary work, when will you be available?

If hired, on what date can you start working? ___ / ___ / ___

Can you work on the weekends? { } Yes or { } No

Can you work evenings? { } Yes or { } No

Are you available to work overtime? { } Yes or { } No

Salary desired: \$ _____

PERSONAL INFORMATION

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) { } Yes or { } No

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? { } Yes or { } No

Have you ever been convicted of a criminal offense (felony or misdemeanor)?
{ } Yes or { } No

If yes, please describe the crime-state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION, TRAINING AND EXPERIENCE

High School:

School name: _____
School address: _____
City, State, Zip: _____

Number of year completed: _____
Did you graduate? { } Yes or { } No
Degree/diploma earned: _____

College/University:

School name: _____
School address: _____
City, State, Zip: _____

Number of years completed: _____
Did you graduate? { } Yes or { } No
Degree/diploma earned: _____

Vocational School:

Name: _____
Address: _____
City, State, Zip: _____

Number of years completed: _____
Did you graduate? { } Yes or { } No
Degree/diploma earned: _____

Military:

Branch: _____
Rank in Military: _____
Total Years of Service: _____
Skills/duties: _____
Related details: _____

<u>References:</u> (No former employers or relatives)	<u>Occupation:</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Briefly set forth why you desire a position with this company and why you think you would make a valuable employee:

If your application is considered favorably on what date will you be available for work?

It is understood that, if my application is considered favorably, any false or misleading statement on this application will be considered sufficient cause for dismissal.

Signed: _____ Date: _____
(Applicant's Signature)