



Application for Employment

Date of Application: _____

Position(s) Applied For: _____

I. Personal Background

Name _____
Last First Middle

Address _____
Street Address City State ZIP

Telephone _____ Email _____

Are you authorized to work in the United States? Yes No

On what date would you be available to begin work? _____

Can you travel if your job requires it? Yes No

Have you submitted an application for employment with us before? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
(Conviction will not necessarily disqualify you from employment)

List any professional, trade, business or civic activities or offices held.
(You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status)

Referral source: Advertisement Friend Relative Walk-in Employment Ad
 Other (please explain) _____

II. Employment History

Please provide the following information for each of the last four positions you have held, starting with the most recent.

Employer _____

Address _____
Street Address City State ZIP

Telephone _____

Job title, nature of work performed and job responsibilities _____

Immediate Supervisor name and title: _____

Dates of employment: _____

Reason for leaving: _____

Employer _____

Address _____
Street Address City State ZIP

Telephone _____

Job title, nature of work performed and job responsibilities _____

Immediate Supervisor name and title: _____

Dates of employment: _____

Reason for leaving: _____



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Employer _____

Address _____
Street Address City State ZIP

Telephone _____

Job title, nature of work performed and job responsibilities _____

Immediate Supervisor name and title: _____

Dates of employment: _____

Reason for leaving: _____



Employer _____

Address _____
Street Address City State ZIP

Telephone _____

Job title, nature of work performed and job responsibilities _____

Immediate Supervisor name and title: _____

Dates of employment: _____

Reason for leaving: _____



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III. Educational Background

Please provide the following information of every secondary and post-secondary institution you attended.

Name of Institution _____

Address _____
Street Address City State ZIP

Degree received or course of study completed: _____

Areas of concentration: _____

Name of Institution _____

Address _____
Street Address City State ZIP

Degree received or course of study completed: _____

Areas of concentration: _____

Name of Institution _____

Address _____
Street Address City State ZIP

Degree received or course of study completed: _____

Areas of concentration: _____

IV. References

Please provide the following information.

Name _____

Address _____
Street Address City State ZIP

Telephone _____ Years known _____

Nature of relationship: _____



Name _____

Address _____
Street Address City State ZIP

Telephone _____ Years known _____

Nature of relationship: _____



Name _____

Address _____
Street Address City State ZIP

Telephone _____ Years known _____

Nature of relationship: _____



Name _____

Address _____
Street Address City State ZIP

Telephone _____ Years known _____

Nature of relationship: _____



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V. Skills and Qualifications

Please provide us with information regarding any special skills, experience or qualifications which you feel would assist us in evaluating your application:

VI. Disclosures

We may procure or request preparation of an investigative consumer report as part of our procedure for processing your employment application.

An investigative consumer report is a report whereby information is obtained through personal interviews with your neighbors, friends or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living.

You have the right to make a written request to us within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

If we deny employment to you in whole or in part because of information contained in this report, we shall so inform you, and will supply you with the name and address of the person or persons making the report.

VII. Consent

By signing this application, I signify that I understand and agree that the employer may, and hereby grant the employer the right to contact any or all of the persons, entities or institutions listed by me above. I further grant the employer the right to obtain any additional information about me, including but not limited to my credit history, consumer reports, including investigative consumer reports, and criminal records on file with any Federal, State or local law enforcement authorities or agencies. If I am employed, the right to obtain all of this information will continue on the part of the employer until such time as my employment is terminated.

Signature of Applicant _____ Date _____