



**Employee  
Application**

**PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Avail. Start Date: \_\_\_\_\_

OFFICIAL START DATE (office personnel only): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ (month) (day) (year)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**JOB INTEREST**

Wage desired: \_\_\_\_\_

Full Time: \_\_\_\_\_ Hours: \_\_\_\_\_

Part Time: \_\_\_\_\_ Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Substitute: \_\_\_\_\_ Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Tutor: \_\_\_\_\_ Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Child Care Needed:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

REFERENCES: (please provide names, address, phone numbers of references that are non family members)

1. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Education Information**

Type of School	Name and Location	Years completed	Major
High School			
College/University			
Graduate School			
Technical/ Business			

Please list any job related professional, trade, business, or civil activities, organizations, and associations in which you participated, or of which you are a member. (you may omit those that indicate race, color, religion, political affiliations, national origin, ancestry, disability, marital status, sex, or age.)

**Job Related Skills or Experience**

List any job-related skills or experience that would qualify you for the position for which you are applying:

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**EMPLOYMENT HISTORY**

Starting with your most recent employment, list ALL employment you have had in the past (10) years. Information provided is subject to verification. Include volunteer experience.

## 1. CURRENT/MOST RECENT EMPLOYER/COMPANY NAME:

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Dates Employed:	Starting salary: \$_____ per hour
From _____ to _____	Ending salary: \$_____ per hour
May we contact the employer/supervisor? _____	
Reason for leaving: _____	

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## 2. EMPLOYER/COMPANY NAME:

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Dates Employed:	Starting salary: \$_____ per hour
From _____ to _____	Ending salary: \$_____ per hour
May we contact the employer/supervisor? _____	
Reason for leaving: _____	

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## 3. EMPLOYER/COMPANY NAME:

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Dates Employed:	Starting salary: \$_____ per hour
From _____ to _____	Ending salary: \$_____ per hour
May we contact the employer/supervisor? _____	
Reason for leaving: _____	

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING BELOW**

**Equal Opportunity Employer:**

We appreciate your interest in our organization. Please be advised that all applicants are considered for positions within our organization without regard to race, age, color, sex, religion, national origin, and status as a qualified individual with a disability, marital or veteran status. For consideration for employment with us, you must complete this employment application in its entirety and sign where indicated below.

**Acknowledgement:**

I certify that the answers given by me are true and correct without omissions of any kind whatsoever, and that intentional falsification of information given will prevent me from being hired by the company for which you are applying or if discovered at any time after hire, will result in disciplinary action, up to and including discharge from employment.

I understand any offer of employment may be contingent upon a credit and/or criminal investigation. I hereby authorize all references and former employers listed on my employment application to give the company any and all information concerning my previous employment and any pertinent information they might have, personal or otherwise, and release all parties from any claims, causes of action, or liability from damages that may or could result in furnishing such information to the company.

I understand that if hired, the employment relationship is at-will. Employment at-Will means that either the company for which you are applying or I may terminate the employment relationship at any time, for any or no reason.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_