

# APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

**Note:** Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

**POSITION APPLYING FOR:** \_\_\_\_\_

\_\_\_\_\_  
First Name    Middle Initial    Last Name

Current Address:

\_\_\_\_\_  
Street and Apt. #    City    State    Zip Code

Permanent Address (if different from above):

\_\_\_\_\_  
Street and Apt. #    City    State    Zip Code

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

I am a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

**Yes**     **No**

If applicable, please list your visa type, visa # and expiration: \_\_\_\_\_

\_\_\_\_\_  
Have you ever been convicted of a crime (you are not obligated to disclose sealed or expunged criminal records)?     **Yes**     **No**

If yes, please provide the following information:

How many crimes have you been convicted of? \_\_\_\_\_

What crimes have you been convicted of? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On what date(s) were you convicted of each crime? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

What were the facts and circumstances surrounding each crime? \_\_\_\_\_

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

Following a criminal conviction(s), have you been employed in any job(s) that are similar to the one that you are currently applying for? If yes, were you convicted of any crimes while working for that employer(s)? \_\_\_\_\_

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

Have you undergone any rehabilitation efforts (education, training, counseling, etc.) after your criminal conviction(s)? If so, please explain. \_\_\_\_\_

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

Have you ever served in the U.S. Military?     **Yes**     **No**

If yes, please provide the following information:

Branch of Service: \_\_\_\_\_ Rank at time of separation: \_\_\_\_\_

Special Honors:

\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Present or Most Recent Employer**

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

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

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

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

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

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

## **EDUCATION**

### *High School*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No

If you did not graduate, did you receive your GED?  Yes  No

Special honors or awards: \_\_\_\_\_

### *Technical or Vocational School*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

### *College or University*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No      Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

### *College or University*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**POSITION INFORMATION:**

***Position Specifications***

Position Applying For: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends?  Yes  No

Are you willing to travel for the job?  Yes  No

When would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per \_\_\_\_\_

***Skills***

Please describe any skills you have in the following areas:

Computer:

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

Languages Spoken (other than English):

\_\_\_\_\_

Other:

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

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_