



Master Application for Employment

Today's Date: _____

Name (Last, First, Middle)		
Street Address		
City	State	Zip
Home Phone Number	Cell Phone Number	E-mail Address

Are you over the age of 18? Yes No

If hired, can you supply proof that you are legally entitled to work in the United States for any employer? Yes No

Employment Desired							
Position(s) interested in: _____							
Salary Requirements: _____							
Date available for work: _____							
Total hours available to work per week: _____							
What type of work are you looking for? Part-Time Full-Time Regular Temporary							
Availability: S M T W T F S							
From							
To							

Education

Circle highest level of education completed: **Elementary/Middle School** 5 6 7 8 **High School** 9 10 11 12

HIGH SCHOOL	Name of School _____	City _____	State _____
DIPLOMA OR GED RECEIVED: Yes No			

COLLEGE: (List all, whether or not degrees were obtained.)

Name	Location	Major Field of Study	Minor Field of Study	Degrees/Certifications	Received?

Employment History

Please give accurate and complete information. Start with present or most recent employer, including self-employment, part-time work, and military employment. All information must be included, even if you are attaching a resume.

If presently employed, may we contact your employer for references? Yes No

May we contact you at your place of employment? Yes No

Employer		Work Performed	
Address (Street, City, State, Zip)			
Telephone Number (s)			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To	Starting:	Final:
Employer		Work Performed	
Address (Street, City, State, Zip)			
Telephone Number (s)			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To	Starting:	Final:
Employer		Work Performed	
Address (Street, City, State, Zip)			
Telephone Number (s)			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To	Starting:	Final:
Employer		Work Performed	
Address (Street, City, State, Zip)			
Telephone Number (s)			
Job Title	Supervisor		
Reason for Leaving			
Dates Employed		Hourly Rate/Salary	
From:	To	Starting:	Final:

References

List names of three people (other than relatives) we may contact who have knowledge of your job-related skills and/or character.

Name	Telephone Number/E-mail Address	Address/City/ State/Zip	Occupation/Relationship

Other Background Information

Have you been convicted of a felony in the past seven (7) years?* Yes No

*In answering this question, you are not obligated to disclose any convictions that have been sealed, annulled, expunged, dismissed, erased, impounded, cleared, vacated, or officially pardoned. Before answering this question, please review the specific state exceptions on the following page.

If yes, provide details including date, location (city), and nature of offense: _____

NOTE: A conviction record will not necessarily be a bar to employment. This information will only be used for job-related purposes consistent with applicable law. Failure to honestly answer this question will result in discontinued consideration of your application or termination of your employment.

Have you ever taken any merchandise, money, or property from an employer without permission? Yes No

If yes, provide details: _____

Signature

I certify that the statements and information furnished by me in this application are true and correct.

Date of Application: _____ Applicant Signature: _____