Sample Employment Application

Name _____ Social Security Number _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Email _____

Employment Data

Position Applied For _____ Date Available _____

What is your availability for work?   Full time _____ Part time _____ Day shift _____ Night shift _____
Weekends _____

Have you been previously employed with this company? Yes _____ No _____ If yes, explain: _____

Are you related to anyone now working with the company? Yes _____ No _____

If yes, identify the person(s) and how you are related _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, describe briefly, including date(s):

_____

Educational Data

Name and Address of School	Major / Degree	Degree	Date
High School -			
College -			
Grad School -			
Tech / Business School			

Office Machines and Work Skills

☐ Word Processor

☐ Personal Computer

☐ Microsoft Word Software (specify) _____

☐ Other Software _____

☐ Maintenance / Cleaning machinery (specify) _____

☐ Other skills / qualifications (specify) _____

Work History

List below your employment history beginning with your most recent position.

1. **Employer** _____ From _____ To _____

   Adress _____ Salary / Wage _____

   Job Title _____ Work Performed _____

   Supervisor _____ Phone _____

   Reason for Leaving _____

2. **Employer** _____ From _____ To _____

   Adress _____ Salary / Wage _____

   Job Title _____ Work Performed _____

   Supervisor _____ Phone _____

   Reason for Leaving _____

3. **Employer** _____ From _____ To _____

   Adress _____ Salary / Wage _____

   Job Title _____ Work Performed _____

   Supervisor _____ Phone _____

   Reason for Leaving _____

Personal References

Name	Address (Street, City, State, Zip code)	Phone (include area code)

Application Agreement

All statements made on the application are true and correct. I understand any false statements made on this application or any other employment material would eliminate me from further consideration for employment, or if employed, would be grounds for my termination. My signature below represents my authorization to obtain from my former employer(s), and for my former employer(s) to release work-related information regarding my qualifications for any employment for which I might be considered. I understand that, if employed, I can resign at any time and for any reason and that this company may release me at any time and for any reason.

_____

Applicant Signature   Date