

Employment Application



Date of Application \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_ (Jr., etc.)

Social Security Number or Tax ID (TIN) \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Cell / Mobile Number \_\_\_\_\_

What position are you applying for?

\_\_\_\_\_

What skills and qualifications do you have for this position?

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

What experience do you have that qualifies you for this position?

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

What software or computer applications can you operate?

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

Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status?

Yes \_\_\_\_\_ No \_\_\_\_\_

Special Purpose Questions

\_\_\_\_\_

**NOTE** – You are not required to answer any of the following questions in this area unless the employer has checked a box before a particular question. A question that is marked with a check in the box indicates that the information is required as a qualification for the job you are applying for, or is governed by national security laws or other legally permissible reasons.

Are you a U.S. citizen Yes \_\_\_\_\_ No \_\_\_\_\_  Height \_\_\_\_\_ Feet \_\_\_\_\_ Inches  Weight \_\_\_\_\_ Lbs.

Have you been convicted of a misdemeanor, gross misdemeanor or felony within the last 5 years?\*

Yes \_\_\_\_\_ No \_\_\_\_\_ If "yes," please describe the nature of the conviction. \_\_\_\_\_

I understand and agree that I may be required to take one or more  physical examination(s) and/or  lie detector test(s) as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s). Yes \_\_\_\_\_ No \_\_\_\_\_

I have been advised that lie detector tests, as a requirement for hiring or continued employment, are prohibited by law. Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE** – Employment shall not be denied because of a conviction record, unless the offense is related to the performance of the job or its duties for which you have applied.

### Military Service Record

Branch of Service \_\_\_\_\_ Are you currently serving in the National Guard or Reserves? Yes \_\_\_\_\_ No \_\_\_\_\_ Service Discharge Date \_\_\_\_\_ Rank at Discharge \_\_\_\_\_ Date Any Outstanding Military Obligation Ends (if applicable) \_\_\_\_\_

### Education

| School      | Years Attended | Name of School | City | Course/Degree | Year of Graduation |
|-------------|----------------|----------------|------|---------------|--------------------|
| High School |                |                |      |               |                    |
| College     |                |                |      |               |                    |
|             |                |                |      |               |                    |
|             |                |                |      |               |                    |

### Work Experience

| Name and Address of Company | Date |    | List Your Duties | Starting Salary | Final Salary | Reason for Leaving |
|-----------------------------|------|----|------------------|-----------------|--------------|--------------------|
|                             | From | To |                  |                 |              |                    |
|                             |      |    |                  |                 |              |                    |
|                             |      |    |                  |                 |              |                    |
|                             |      |    |                  |                 |              |                    |

### Business References (Please list at least 3)

| Name | Address / Phone | Occupation | Years Known |
|------|-----------------|------------|-------------|
|      |                 |            |             |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

I certify that the above information contained in this job application is true and accurate.

I also understand that any false information provided will make me ineligible for employment or will be grounds for immediate termination of employment should I be hired. I hereby authorize <<Company>> to verify through whatever means, any or all of information I have provided in this job application.

Signature\_\_\_\_\_

Date\_\_\_\_\_