



# Job Application

Date \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell phone number \_\_\_\_\_

Position Applied for \_\_\_\_\_ Social Security Number \_\_\_\_\_

Salary expectation \$ \_\_\_\_\_ hour/week (circle one) Date available to work \_\_\_\_\_

Have you been employed by us before? Yes No (circle one)  
 Are you currently employed? Yes No (circle one)  
 Are you 18 years of age or older? Yes No (circle one)  
 You are available to work: Full Time Part-time Temporary (circle one)

**Education (please list most current first)**

School Name and Address	# Years attended	Did you Graduate?	Diploma/Degree
H.S. _____	_____	_____	_____
Post-secondary _____	_____	_____	_____

**Employment History (please list most recent employment first)**

Name of Company	Phone #	From	To	Salary	Reason for Leaving	Position
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please feel free to contact my current employer: Yes No (circle one)

**Professional References: (give names of three persons not related to you, whom you have known at least one year)**

Name	Address	Relationship	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No (circle one)

Have you been convicted of a crime within the last seven years? Yes No (circle one)  
 (Conviction will not necessarily disqualify an applicant from employment)

“I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company’s rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company’s option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.”

Signature: \_\_\_\_\_

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