



Employment Application

Name _____ Date _____

Address _____

Phone Number(s) _____ Social Security Number _____ - _____ - _____

E-mail Address: _____

Position Interested In _____ Salary Desired \$ _____

What prompted you to apply with us: Walk/Drive-By _____ Ad: Which one? _____

Referral: Who? _____ Other _____

Date you can start _____ Do you have reliable transportation? YES/NO

Do you have any felony convictions? YES/NO Explain _____

Are you employed? YES/NO Can we contact your employer? YES/NO

Why leaving/left? _____

Employment Information *(list most recent first)*

Dates Worked	Name, Address, Phone Number of Employer	Position	Salary	Reason for Leaving

Education

School	Name/Location	Years Attended	Graduate? Degree?	What Studied?
High School				
College				
Trade/ Military/Etc				

What is your availability?

MON	TUES	WED	THUR	FRI	SAT	SUN

Tell us something about yourself _____

What are some of your most valuable experiences that will contribute to this organization? _____

Where do you see yourself in 2 years?

Name some appealing qualities you've seen in companies you've worked: _____

...in a boss:

...in a colleague:

What do you do with your free time? _____

References

Name	Address Phone Number	Relationship	Years Known

Verification/Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above, as well as professional background agencies, to give you any and all information concerning my previous employment and any pertinent information that may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information."

DATE _____ **SIGNATURE** _____

WPS NOTES (DO NOT WRITE)