

# SAMPLE APPLICATION FOR EMPLOYMENT

(Type or print--use ink)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Cell \_\_\_\_\_

Are you 18 years of age or older?     Yes     No    If no, when will you be 18? \_\_\_\_\_

Are you currently employed?     Yes     No    Date you can start work? \_\_\_\_\_

Do you have reliable transportation?     Yes     No    Do you have a current resume?     Yes     No

Have you ever been convicted of a felony?     Yes     No

If yes, please explain \_\_\_\_\_

Position Desired \_\_\_\_\_

Work schedule preferred?     Full Time     Part Time     Permanent     Temporary

## **DAYS AND HOURS AVAILABLE**

|                             | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------------|--------|--------|---------|-----------|----------|--------|----------|
| DAYS<br>(Before 5:00 p.m.)  |        |        |         |           |          |        |          |
| NIGHTS<br>(After 5:00 p.m.) |        |        |         |           |          |        |          |

## **EDUCATION**

| EDUCATION              | NAME AND LOCATION OF SCHOOL | NO OF YEARS ATTENDED | DID YOU GRADUATE | MAJOR |
|------------------------|-----------------------------|----------------------|------------------|-------|
| HIGH SCHOOL            |                             |                      |                  |       |
| COLLEGE                |                             |                      |                  |       |
| TRADE, BUSINESS SCHOOL |                             |                      |                  |       |

**WORK EXPERIENCE INCLUDING VOLUNTEER WORK (List Most Recent Job First)**

| DATE STARTED | DATE ENDED | NAME OF EMPLOYER<br>CITY LOCATED | YOUR JOB DUTIES | REASON FOR LEAVING |
|--------------|------------|----------------------------------|-----------------|--------------------|
|              |            |                                  |                 |                    |
|              |            |                                  |                 |                    |
|              |            |                                  |                 |                    |
|              |            |                                  |                 |                    |

**REFERENCES**

| LIST THREE (3) REFERENCES (NOT FORMER EMPLOYERS OR RELATIVES) |                           |                             |            |
|---|---------------------------|-----------------------------|------------|
| NAME  | ADDRESS – CITY STATE, ZIP | AREA CODE &<br>PHONE NUMBER | OCCUPATION |
|   | _____                     |                             |            |
|   | _____                     |                             |            |
|   | _____                     |                             |            |

**AUTHORIZATION**

I authorize investigation on all statements contained in this application, including a background check into employment history, educational verification, and any felony convictions.

I understand that these investigations are conducted by an independent agent or outside agency.

By signing this document below, I am releasing any and all persons, companies, or others from any liability whatsoever for this purpose.

\_\_\_\_\_ Date

\_\_\_\_\_ Complete Legal Signature of Applicant

**We are an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, color, age, sex, religion, handicap or national origin.**