



## Application for Employment

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### Personal Information

Name

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ Social

Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date Of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mailing Address (Street)

\_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ home (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ cell, e-mail : \_\_\_\_\_

Are you either a U.S. Citizen or an Alien Authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of a felony or misdemeanor with in the last 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_ Describe if Yes: \_\_\_\_\_

NOTE: You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

### Employment Desired

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Are you employed now? Yes \_\_\_\_\_ No \_\_\_\_\_ if so may we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

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### Education

Highest degree received: \_\_\_\_\_ High School Diploma \_\_\_\_\_ College degree(s)

Circle all that apply: GED AA AS BA BS MA MS PHD

Explain additional training you may have and provide copies of certificates if available.

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**Employment History** (List below last three employers, starting with last one first.)

DATE	NAME & PHONE NO. OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____

**Personal References:** Give the names of three persons not related to you, whom you have known at least one year.

	NAME	ADDRESS	PHONE #	YEARS ACQUAINTED
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

(IN CASE OF EMERGENCY NOTIFY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 NAME ADDRESS PHONE #

"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 listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.  
 I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice."

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_