**EMPLOYMENT APPLICATION – NEW**

**\*If you are a returning employee, please go to the Returning Employee Application**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | | | |  | | | | | | First |  | | | | | | M.I. | | Date | |  | |
| Street Address | |  | | | | | | | | | | | | | | | | Apartment/Unit # | | | |  | |
| City |  | | | | | | | | | | State |  | | | | | | ZIP |  | | | | |
| Phone |  | | | | | | | | | | E-mail Address | |  | | | | | | | | | | |
| Date Available | |  | | | | | | | Social Security No. | | |  | | | | Desired Salary | | | |  | | | |
| **Position Applied for** | | | |  | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | YES | | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | YES | | NO |
| Have you ever worked for this company? | | | | | | | | YES | | NO | | If so, when? | | |  | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | YES | | NO | | If yes, explain | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | | | |  | | | | | Address | |  | | | | | | | | | | | |
| From |  | | To | | |  | Did you graduate? | | | YES | | NO | | Degree | | |  | | | | | | |
| College |  | | | | | | | | | Address | |  | | | | | | | | | | | |
| From |  | | To | | |  | Did you graduate? | | | YES | | NO | | Degree | | |  | | | | | | |
| Other |  | | | | | | | | | Address | |  | | | | | | | | | | | |
| From |  | | To | | |  | Did you graduate? | | | YES | | NO | | Degree | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| References | | | | |
| Please list three professional references. | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | |
| Company | |  | | | | | | | Phone |  | | |
| Address | |  | | | | | | | Supervisor |  | | |
| Job Title | |  | | | | Starting Salary | | | $ | Ending Salary | | $ |
| Responsibilities | | |  | | | | | | | | | |
| From |  | | To |  | Reason for Leaving | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | YES | | NO |  | | |
| Company | |  | | | | | | | Phone |  | | |
| Address | |  | | | | | | | Supervisor |  | | |
| Job Title | |  | | | | Starting Salary | | | $ | Ending Salary | $ | |
| Responsibilities | | |  | | | | | | | | | |
| From |  | | To |  | Reason for Leaving | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | YES | | NO |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company | | |  | | | | | | | | | Phone |  | | | | |
| Address | | |  | | | | | | | | | Supervisor |  | | | | |
| Job Title | | |  | | | | | | Starting Salary | | | $ | Ending Salary | | | $ | |
| Responsibilities | | | | |  | | | | | | | | | | | | |
| From | |  | | | To |  | | Reason for Leaving | | |  | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES | | NO |  | | | | |
|  | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | |
| Branch | | |  | | | | | | | | | | From |  | To | |  |
| Rank at Discharge | | | |  | | | | | | | | | Type of Discharge | | | |  |
| If other than honorable, explain | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release. | | | | | | | | | | | | | | | | | |
| Signature |  | | | | | | | | | | | | | Date |  | | |