

## **Employee Application**

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Contact Information						
Legal Name:						
Preferred Name:						
In Case of Emergency Contact Name:			Relationship:			
Phone Numbers						
Home Phone:		Cell Phone:				
Address						
Street Address:						
City, State, ZIP Code						
E-mail Address:						
General Information						
Are you eligible to work in the United States?			Yes N	lo		
Are you at least 18 years of age?			☐ Yes ☐ N	lo		
Have you been convicted of or pleaded no contest to a felony within the last five years?			Yes N	lo		
If yes, please explain:						
Application						
Position Applied For:						
Availability:						
Start Date:						
Social Security Number						
Education (Name and Address of School, Degree/Diploma and Graduation Date						

Skills and Qualifications (Licenses, Skills, Training and Awards)						
Employment History (Present or Last Position)						
Employer						
Address						
Supervisor						
Phone						
E-mail						
Position Title						
Salary						
Dates of Employment	From:/	To:/				
Responsibilities						
Reason for Leaving						
May We Contact Your Present Employer?		☐ Yes ☐ No				
Previous Position						
Employer						
Address						
Supervisor						
Phone						
E-mail						
Position Title						
Salary						
Dates of Employment	From:/	To:/				
Responsibilities						

Reason for Leaving						
References (Please list three references other than relatives or previous employers.)						
Name, Company and Title		E-Mail:	Phone			
I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future, if I am hired. I authorize the verification of any or all information listed above.						
Signature:		Date				