

Employment Application

APPLICANT NAME: _____

Address: _____

How long at this address? _____

Previous Address: _____

Phone # _____

DL# _____ Class _____

How did you hear about this position?

____ In-House ____ Internet ____ News Paper

____ One-Stop ____ Walk-In ____ Other: _____



DATE: _____ **POSITION APPLIED FOR:** _____

Full time **Part time** **On Call**

Days Desired: S M T W Th F S Shift Desired: AM PM NIGHTS

EDUCATION

HIGH SCHOOL NAME AND LOCATION: _____

COMMUNITY COLLEGE ATTENDED: _____

DEGREE: _____

UNIVERSITY ATTENDED: _____

DEGREE: _____

TRADE SCHOOL/ OTHER TRAINING/ COURSES/ SPECIALIZATION: _____

EMPLOYMENT HISTORY

PLEASE PUT PRESENT OR MOST RECENT FIRST
MAY WE CONTACT YOUR PRESENT EMPLOYER AS A REFERENCE? YES NO

1. NAME OF EMPLOYER: _____ POSITION: _____
ADDRESS: _____ START DATE: _____ END DATE: _____
PHONE # _____
SUPERVISOR: _____
DUTIES: _____
REASON FOR LEAVING: _____

2. NAME OF EMPLOYER: _____ POSITION: _____
ADDRESS: _____ START DATE: _____ END DATE: _____
PHONE # _____
SUPERVISOR: _____
DUTIES: _____
REASON FOR LEAVING: _____

3. NAME OF EMPLOYER: _____ POSITION: _____
ADDRESS: _____ START DATE: _____ END DATE: _____
PHONE # _____
SUPERVISOR: _____
DUTIES: _____

OFFICE SKILLS

DO YOU HAVE EXPERIENCE WITH:

- WORD PROCESSING EXCEL QUICKBOOKS
 FILEMAKER PRO OTHER: PLEASE LIST _____
 TYPING SKILLS: _____ WPM
-

REFERENCES

OTHER THAN RELATIVES OR CURRENT EMPLOYEES OF THE FACILITY

NAME	OCCUPATION	ADDRESS	PHONE #

OTHER

AWARDS/ ACHIEVEMENTS/ CERTIFICATES:

HOBBIES AND INTERESTS:

ADDITIONAL COMMENTS OR REMARKS:

I AGREE TO PROVIDE A HEALTH SCREEN OR PHYSICAL EXAM RELATED TO THE ESSENTIAL REQUIREMENTS OF THE POSITION YES NO

I AGREE TO BE FINGERPRINTED AND WILL SIGN A CRIMINAL CLEARANCE STATEMENT FOR A BACKGROUND CHECK YES NO

PLEASE READ CAREFULLY

I hereby certify that to the best of my knowledge, and belief the answers given by me to the foregoing questions and all statements made by me in the application are correct.

If employed, I agree that all material created and produced whether in written, graphic, or broadcasting form, all inventions new or changes in processes developed during my employment are the exclusive property of the company to use and/or sell and that subsequent to my employment with this company I will not disclose, use or reveal any confidential information related to the company without first obtaining written consent from an officer of the company.

I hereby apply for employment upon the basis and understanding that such employment may be terminated at any time upon notice given to me personally or sent to my last know address.

I give consent for an agent of the company to obtain such personal and job related information as required in connection with this application.