



CLIENT COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONTACT INFORMATION:**

Name \_\_\_\_\_  
First Middle Last

Present Address \_\_\_\_\_  
Street City State Zip Code

Previous Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Do you have the legal right to be employed in the United States?  Yes  No

Are you over the age of 18?  Yes  No

**COMPANY EXPERIENCE:**

Have you worked for this company before?  Yes  No Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_

Where? \_\_\_\_\_ Position Held \_\_\_\_\_

Reason for leaving? \_\_\_\_\_ Salary/Rate of Pay: \$ \_\_\_\_\_

**GENERAL INFORMATION:**

Are you currently employed?  Yes  No If not, when was your last date employed? \_\_\_\_\_

Position applying for \_\_\_\_\_  F/T  P/T  Temporary  Seasonal

Who referred you? \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

Type of School	Name and City	Did you graduate?	Course or Major
College _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Technical School _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
High School _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**LIST ALL PRESENT AND PAST EMPLOYMENT (Beginning with the most recent):**

Company Name \_\_\_\_\_ Date Worked: From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Position Held \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Type of Business \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Work Hours \_\_\_\_\_

Starting Wage: \$ \_\_\_\_\_ Per  Hour  Year  Bonus  Incentives Amount Received: \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Date Worked: From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Position Held \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Type of Business \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Work Hours \_\_\_\_\_

Starting Wage: \$ \_\_\_\_\_ Per  Hour  Year  Bonus  Incentives Amount Received: \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Date Worked: From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Position Held \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Type of Business \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Work Hours \_\_\_\_\_

Starting Wage: \$ \_\_\_\_\_ Per  Hour  Year  Bonus  Incentives Amount Received: \$ \_\_\_\_\_

**WORK REFERENCE #1**

Name \_\_\_\_\_ Years Known \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

**WORK REFERENCE #2**

Name \_\_\_\_\_ Years Known \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

**WORK REFERENCE #3**

Name \_\_\_\_\_ Years Known \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

**SPECIAL SKILLS:**

Please check the skills for which you have received training:

- Microsoft Word \_\_\_\_\_ WPM \_\_\_\_\_  Data Entry  10 Key Calculator  
 Microsoft Excel \_\_\_\_\_  
 Microsoft Outlook \_\_\_\_\_  
 Microsoft Powerpoint \_\_\_\_\_  
 Others \_\_\_\_\_

**APPLICANT MUST READ AND SIGN:**

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the employer.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date