

Employment Application



Date of Application _____

First Name _____ Last Name _____ Suffix _____ (Jr., etc.)

Social Security Number or Tax ID (TIN) _____

Address _____ Phone Number _____

Email Address _____ Cell / Mobile Number _____

What position are you applying for?

What skills and qualifications do you have for this position?

What experience do you have that qualifies you for this position?

What software or computer applications can you operate?

Are you 18 years or older? Yes _____ No _____

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status?

Yes _____ No _____

Special Purpose Questions

NOTE – You are not required to answer any of the following questions in this area unless the employer has checked a box before a particular question. A question that is marked with a check in the box indicates that the information is required as a qualification for the job you are applying for, or is governed by national security laws or other legally permissible reasons.

Are you a U.S. citizen Yes _____ No _____

Have you been convicted of a misdemeanor, gross misdemeanor or felony within the last 5 years?*

Yes _____ No _____ If "yes," please describe the nature of the conviction. _____

I understand and agree that I may be required to take one or more physical examination(s) and/or lie detector test(s) as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s). Yes _____ No _____

I have been advised that lie detector tests, as a requirement for hiring or continued employment, are prohibited by law.

Yes _____ No _____

NOTE – Employment shall not be denied because of a conviction record, unless the offense is related to the performance of the job or its duties for which you have applied.

Military Service Record

Branch of Service _____ Are you currently serving in the National Guard or Reserves?
 Yes ____ No ____ Service Discharge Date _____ Rank at Discharge _____
 Date Any Outstanding Military Obligation Ends (if applicable) _____

Education

School	Years Attended	Name of School	City	Course/Degree	Year of Graduation
High School					
College					

Work Experience

Name and Address of Company	Date		List Your Duties	Starting Salary	Final Salary	Reason for Leaving
	From	To				

Business References
(Please list at least 3)

Name	Address / Phone	Occupation	Years Known

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I certify that the above information contained in this job application is true and accurate.

I also understand that any false information provided will make me ineligible for employment or will be grounds for immediate termination of employment should I be hired. I hereby authorize <<Company>> to verify through whatever means, any or all of information I have provided in this job application.

Signature _____

Date _____