

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT APPLICATION) (AN EQUAL OPPORTUNITY EMPLOYER)

If your application does not provide all the information requested on this form you may lose consideration for a job.

1 Job title

2 Date of application

3 Date of birth

4 Last name

First and middle names

5

Social Security Number

6 Mailing address

7

Phone numbers

Daytime ()

City

State

ZIP Code

Evening ()

WORK EXPERIENCE

8 Describe your paid and non-paid work experience related to the job for which you are applying. Do **not** attach job descriptions.

Job title

1)

From (MM/YY)

To (MM/YY)

Salary
\$

per

Hours per week

Employer's name and address

Supervisor's name and phone
number

()

Describe your duties and accomplishments

Job title

2)

From (MM/YY)

To (MM/YY)

Salary
\$

per

Hours per week

Employer's name and address

Supervisor's name and phone
number

()

Describe your duties and accomplishments

9 May we contact your current supervisor?

YES

NO

➔ If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level
completed

Some HS

HS/GED

Associate

Bachelor

Master

Doctoral

11 Colleges, universities, trade, business or correspondence schools attended.

1) Name	Total Credits	Grade Average	Degree (if any)	Year Received
City State ZIP Code				
2) Name	Total Credits	Grade Average	Degree (if any)	Year Received
City State ZIP Code				

OTHER QUALIFICATIONS

12 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, equipment, etc.) Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities and performance awards.) Give dates.

PERSONAL REFERENCES

13 Give the names of three persons not related to you, whom you have know at least one year.

Name	Address	Phone number	Years acquainted
Name	Address	Phone number	Years acquainted
Name	Address	Phone number	Years acquainted

GENERAL

- 14** Are you a U.S. Citizen? YES NO ➔ Give the country of your citizenship.
- 15** Have you been convicted of a felony or misdemeanor within last 5 years? NO YES ➔ Explain
- 16** Do you have any physical limitations that would preclude you from performing any work for which you are being considered? NO YES ➔ Explain
- 17** In case of emergency notify: Name Address Phone

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____ **DATE SIGNED** _____