***PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.***

| **Name and address** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name (First, MI, Last)** | | | | | **Social Security Number** | | | | |
| **Mailing Address** | | | | | | | | | |
| **City, State, and Zip Code** | | | | | | | | | |
| **Telephone** | | | | | **Alternate Phone** | | | | |
| **If under 18, please list age** | | | | | **Email** | | | | |
| **Position applied for:** | | | | | | | | | |
| **Job Type** | | | | | | | | | |
| **Days/hours available to work** | | | | | | | | | |
| **􀂆 I have no**  **Preference.** | **􀂆 Mon.** | **􀂆 Tues.** | | **􀂆 Wed.** | **􀂆 Thurs.** | **􀂆 Fri.** | | **􀂆 Sat.** | **􀂆 Sun.** |
| **I am seeking a:** | | **􀂆 Full‐time job** | | | **􀂆 Part‐time job** | | | **􀂆 Full‐ or Part‐time** | |
| **How many hours can you work weekly?** | | | **Can you work nights?** | | | | **Date available to begin?** | | |
| **Additional Information** | | | | | | | | | |
| **Have you ever been employed by this organization in the past?** | | | | | | | | **􀂆 Yes** | **􀂆 No** |
| **I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.** | | | | | | | | **􀂆 Yes** | **􀂆 No** |
| **Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?** | | | | | | | | **􀂆 Yes** | **􀂆 No** |
| **If Yes, please explain:** | | | | | | | | | |
| **Do you have a driver’s license? 􀂆 Yes 􀂆 No** | | | **Driver’s license number** | | | | | **Issued in what state?** | |
| **Have you had any accidents during the past three years?** | | | | | | | | **How many?** | |
| **Have you had any moving violations during the past three years?** | | | | | | | | **How many?** | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EdEducation** | | | | | | | | | | |
| **School** | **Location (mailing address)** | | | **Years Completed** | | **Major** | | | | **Degree or Diploma** |
| **High School** | | | | | | | | | | |
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|  |  |  | | |  | | | |  | |
| **College or Business/Trade School** | | | | | | | | | | |
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|  |  |  | | |  | | | |  | |
|  |  |  | | |  | | | |  | |
| **Military** | | | | | | | | | | |
| **Have you even been in the Armed Forces?** | | **􀂆 Yes** | | | **􀂆 No** | | | | **Date entered** | |
| **Are you now a member of the National Guard?** | | **􀂆 Yes** | | | **􀂆 No** | | | | **Discharge date** | |
| **Specialty** | | | | | | | | | | |
| **Work Experience** | | | | | | | | | | |
| ***Please list ALL work experience within the last 5 years, beginning with your most recent job held. Attach additional sheets if necessary.*** | | | | | | | | | | |
| **Company** | | | **Name of last supervisor** | | | | | **Hrs./week** | | |
| **Address** | | | **Start Date** | | | | | **Starting Salary** | | |
| **City, State, and Zip Code** | | | **End Date** | | | | | **Final Salary** | | |
| **Phone number** | | | **Your last job title** | | | | | | | |
| **Reason for leaving (be specific)** | | | | | | | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | | | | | | | |
| **May we contact this employer? 􀂆 Yes 􀂆 No** | | | | | | | | | | |
| **Company** | | | **Name of last supervisor** | | | | | **Hrs./week** | | |
| **Address** | | | **Start Date** | | | | | **Starting Salary** | | |
| **City, State, and Zip Code** | | | **End Date** | | | | | **Final Salary** | | |
| **Phone number** | | | **Your last job title** | | | | | | | |
| **Reason for leaving (be specific)** | | | | | | | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | | | | | | | |
| **May we contact this employer? 􀂆 Yes 􀂆 No** | | | | | | | | | | |
| **Company** | | | **Name of last supervisor** | | | | | **Hrs./week** | | |
| **Address** | | | **Start Date** | | | | | **Starting Salary** | | |
| **City, State, and Zip Code** | | | **End Date** | | | | | **Final Salary** | | |
| **Phone number** | | | **Your last job title** | | | | | | | |
| **Reason for leaving (be specific)** | | | | | | | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | | | | | | | |
| **May we contact this employer? 􀂆 Yes 􀂆 No** | | | | | | | | | | |
| **References** | | | | | | | | | | |
| ***Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.*** | | | | | | | | | | |
| **1.** | | | | | | | | | | |
| **2.** | | | | | | | | | | |
| **3.** | | | | | | | | | | |
| **4.** | | | | | | | | | | |
| ***Emergency Contact name, phone number and address:*** | | | | | | | | | | |
| ***I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.*** | | | | | | | | | | |
| **Signature** | | | | | | | **Date** | | | |

**Additional Information**

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