***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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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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