

APPLICATION DATE: _____

POSITION APPLYING FOR: _____

AVAILABLE TO WORK (check one or both): Day Evening

SHIFT PREFERENCE (check only one): Day Evening

SECTION 1: PERSONAL INFORMATION

First Name: _____ Middle Name _____

Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Are you eligible to work in the United States? Yes _____ No _____

Do you hold a valid driver's license? Yes _____ No _____

If yes, do you have any points or convictions, etc.? Yes _____ No _____

If yes, please explain. _____

SECTION 2: CRIMINAL HISTORY INQUIRY

Have you ever been convicted of a criminal offense? Yes _____ No _____

Do you have any prosecutions pending? Yes _____ No _____

If yes, please give details/dates of offenses and sentence. _____



SECTION 3: GENERAL INQUIRY

Date of Birth: _____ Place of Birth: _____

Desired rate of pay: \$_____/hour Previous rate of pay: \$_____/hour

SECTION 4: EDUCATION

Date from	Date to	Course of Study	Did you Graduate?

SECTION 5: EMPLOYMENT RECORD

Please list chronologically, starting with current, or most recent employer.

Name and address of employer	Date from	Date to	Supervisor's Name Job Title and Responsibilities	Salary Reason for leaving



SECTION 6: REFERENCES



Please give the names and addresses of two personal references.

Name: _____	Name: _____
Organization: _____	Organization: _____
Work Relationship: _____	Work Relationship: _____
_____	_____
How long known: _____	How long known: _____
Address: _____	Address: _____
_____	_____
City: _____ State _____ Zip Code: _____	City: _____ State _____ Zip Code: _____
Phone: _____	Phone: _____
E-Mail: _____	E-Mail: _____

SECTION 7: DECLARATION



I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false or misleading statements could place my subsequent employment in jeopardy. I understand that my employment is subject to proof of documentary evidence to my right to work in the United States. It is also subject to satisfactory references. I consent that my personal data contained within this form can be recorded in any subsequent personnel file.

Signed: _____ Date: _____

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

