

# Application for Employment

Position You Are Applying For Date \_\_\_\_\_

Desired Salary \_\_\_\_\_

Available for Work: \_\_\_\_\_

## PERSONAL INFORMATION

<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>
<b>Address</b>	<b>City</b>	<b>State</b> <b>Zip</b>
<b>Home Phone:</b> _____	<b>Cell Phone:</b> _____	<b>Email address:</b> _____
Social Security Number: _____		
Are you a U.S. Citizen?		[ ] Yes [ ] No
If selected for employment are you willing to submit to a pre-employment drug screening test?		[ ] Yes [ ] No
Are you willing to travel and stay out of town for work?		[ ] Yes [ ] No
We have Company Vehicles you may drive, do you have a clean driving record?		[ ] Yes [ ] No
Drivers License Number: _____ Any Endorsements: _____		

## EDUCATION

School Name	Location	Years Attended	Degree Received	Major

## EMPLOYMENT

<b>Employer:</b> _____	<b>Dates Employed:</b> _____
<b>Work Phone:</b> _____	to _____
<b>Address:</b> _____	
<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
<b>Position:</b> _____	
<b>Duties Performed:</b> _____	
<b>Supervisors Name and Title:</b> _____	
<b>Reason for leaving:</b> _____	
<b>May we contact them?</b> [ ] Yes [ ] No	

## REFERENCES

Name	Title	Company	Phone

## Acknowledgement and Authorization

- I certify that all answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only	Notes:
Received by: Interview:	
Drug Screen: Copy of Drivers License:	