

# Employment Application

## Instructions

- #1. This application must be completed in your own handwriting
- #2. Print legibly and complete all sections on both sides of the application
- #3. Sign and date the application on the reverse side once you have completed it

Name \_\_\_\_\_  
Last First Middle initial

Current address \_\_\_\_\_  
Street City State Zip code

How long have you resided at the above address? \_\_\_\_\_

Cell phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Day time phone number \_\_\_\_\_ Evening phone number \_\_\_\_\_

If you were referred to our company, by who? \_\_\_\_\_

## Qualifications

If you are certified by any trade associations or agencies, please list all your certifications with expiration dates:

\_\_\_\_\_  
\_\_\_\_\_

What is your average typing speed: \_\_\_\_\_wpm

What equipment or systems are you proficient in that apply to this job?

\_\_\_\_\_  
\_\_\_\_\_

Check all that apply: High school graduate \_\_\_\_\_ Trade school graduate \_\_\_\_\_ College Degree \_\_\_\_\_

Are you able to provide a resume that reflects your educational history? \_\_\_\_\_

Please list training and courses you have taken that apply to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid drivers license? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

**This application is continued on the other side**

**Employment History**  
***Begin with your present employer***

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date month year                      Date month year

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Company address

\_\_\_\_\_  
Job title and duties

\_\_\_\_\_  
City and state

\_\_\_\_\_  
Why did you leave, or why are you looking to leave the company?

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date month year                      Date month year

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Company address

\_\_\_\_\_  
Job title and duties

\_\_\_\_\_  
City and state

\_\_\_\_\_  
Why did you leave, or why are you looking to leave the company?

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date month year                      Date month year

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Company address

\_\_\_\_\_  
Job title and duties

\_\_\_\_\_  
City and state

\_\_\_\_\_  
Why did you leave, or why are you looking to leave the company?

May we contact all your past employers? \_\_\_\_\_ and your present employer? \_\_\_\_\_

**References**

***Only list the business associates you have worked with for at least 6 months and friends you have known for at least 1 year***

_____ Name of an outstanding supervisor	_____ Length of time known	_____ Area code and phone number
_____ Name of an outstanding co-worker	_____ Length of time known	_____ Area code and phone number
_____ Name of an outstanding business associate	_____ Length of time known	_____ Area code and phone number
_____ Name of an outstanding business associate	_____ Length of time known	_____ Area code and phone number
_____ Name of a friend	_____ Length of time known	_____ Area code and phone number
_____ Name of a friend	_____ Length of time known	_____ Area code and phone number
_____ Name of a friend	_____ Length of time known	_____ Area code and phone number

**Acknowledgement and Authorization**

This application is not an employment contract, nor an agreement to interview, and I understand that any employment can be terminated at any time, for any cause, without notice. I further understand that no person other than the business owner has the authority to enter into an Employment agreement with me, or make any guarantee as to the length, terms or conditions of any such employment. I certify that to the best of my knowledge all of the information contained in this application is correct. I also authorize the investigation of all statements contained in this application and I understand that any misrepresentation, falsification, or omission of facts from this application, will be cause for immediate dismissal. All Employees are subject to a background investigation, a clean driving record and participation in our drug-free workplace program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date