**SAMPLE APPLICATION FOR EMPLOYMENT**

***Directions:*** Type or print in *blue or black ink*. Answer all questions which are applicable. Please do not state “See Resume”.

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| **PERSONAL INFORMATION**  |  |  |
| Last Name   | First Name   | Middle   |
| Address   | City   | State   | Zip   |
| Phone   | Day Phone (if Different)   | Social Security Number  XXX-XX-XXXX  |
| Fax Number   | E-Mail Address  |  |

|  |  |
| --- | --- |
| **EMPLOYMENT INFORMATION**  |  |
| Position for which you are applying:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you employed at the present time? \_\_\_\_\_\_\_\_ If yes, please complete the information below  Employer’s Name: Employer’s Address: 1. How long have you been with this employer? \_\_\_\_\_\_\_\_\_\_ Present Salary:
2. If offered a position, when can you report for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If hired can you show proof of your legal right to work in the U.S.? Yes \_\_\_\_
 |      No \_\_\_\_  |
| 4. Have you ever been dismissed, or asked to resign from any position? Yes \_\_\_\_  | No \_\_\_\_  |
| 5. Have you ever been convicted of a felony, or a misdemeanor which resulted in Yes \_\_\_\_  imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment. If yes to number 4 or 5, please explain:   | No \_\_\_\_    |

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| **EDUCATION** |
| Please list on the following lines all schools attended and any other pertinent information about your education.  School(s) Subjects Studied (if applicable)

|  |  |
| --- | --- |
| High School   |  |
| College (Including dates attended)    |  |
|   |  |

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| **EMPLOYMENT & VOLUNTEER EXPERIENCE** (List most recent experience first) |
| Name & Address Position(s) Held Dates (Start - End)

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| **PERSONAL REFERENCES**  |
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|  |  |  |
| --- | --- | --- |
| Name & Address  |  Phone or Email  |  Relationship  |
|  1.  |  |  |
|   2. |  |  |
|  3. |  |  |
|  4. |  |  |
|  |  |  |

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* **I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application**.

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 *Signature Date*