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

* **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*