

Please write clearly.



### EMPLOYMENT APPLICATION

Date: \_\_\_\_\_

#### PERSONAL

Name: \_\_\_\_\_  
(First Name, Middle Initial, Last Name)

Social Security # \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

If offered employment, will you be able to submit verification of your legal right to work in the US? \_\_\_Yes \_\_\_No

Have you been convicted of a felony? \_\_\_Yes \_\_\_No

#### EMPLOYMENT DESIRED

Position desired: \_\_\_\_\_

\_\_\_ FULL-TIME \_\_\_ PART-TIME

Hours available: \_\_\_\_\_

Days available: \_\_\_\_\_

Date you can start: \_\_\_\_\_

Salary desired: \_\_\_\_\_

Why did you apply for this job? \_\_\_\_\_

Are you employed now? \_\_\_Yes \_\_\_No If so, may we inquire of your present employer? \_\_\_Yes \_\_\_No

Have you ever applied for employment with us? \_\_\_Yes \_\_\_No If so, when? \_\_\_\_\_

State names of relatives working for us \_\_\_\_\_

#### EDUCATION

|                          | Name & Location | # of Years | Studies/Degree |
|--------------------------|-----------------|------------|----------------|
| High School              |                 |            |                |
| College                  |                 |            |                |
| Trade or Business School |                 |            |                |
| Other                    |                 |            |                |

List any **special qualifications** or **previous training** that may help you work with children:

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

#### MILITARY

Did you serve in the U.S. Armed Forces? \_\_\_Yes \_\_\_No if yes, what branch? \_\_\_\_\_

Are you a Vietnam Veteran? \_\_\_Yes \_\_\_No

*Prospective employees will receive consideration for employment without regard to race, sex, age, national origin, non-job related disability or veteran status.*

**EMPLOYMENT HISTORY** (begin with most recent)

(1) **Company Name** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
(month/year) (month/year)  
Job Title \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

(2) **Company Name** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
(month/year) (month/year)  
Job Title \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

(3) **Company Name** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
(month/year) (month/year)  
Job Title \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Have you ever been bonded? \_\_\_ Yes \_\_\_ No If yes, with what employers? \_\_\_\_\_

I hereby certify that all information included on this application is true and correct to the best of my knowledge and belief and do hereby authorize all investigations deemed necessary by the Company to verify the information contained herein and necessary qualifications for the job for which I am applying. I hereby authorize the Company to obtain this information and release and hold harmless the Company, its officers and representatives and any Company or person providing this information from any liability or claims resulting from obtaining this information.

I understand and agree that if employed, the terms and conditions of my employment, including duties, hours worked and days of work may be changed from time to time by the Company as it deems necessary, that I will conform to the rules and regulations of the Company and that employment with the Company is at the mutual consent of the employee and the Company. Accordingly, either the employee or the Company may terminate the employment relationship at will for any or no reason at any time. I understand the no supervisor, official or representative of the Company has any authority to enter into any contract of employment for any specific period of time or to make any agreement, orally or in writing, contrary to the terms of this paragraph. I further understand and agree that any false statements or material omissions on this application may result in my immediate dismissal from employment or discontinuation of further consideration of my application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Date of Hire: \_\_\_\_\_

Separation Date: \_\_\_\_\_

Reason for Separation: \_\_\_\_\_