

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Date of Birth: _____ Phone: () _____ E-mail Address: _____
City State ZIP Code

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applying for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
 Have you ever worked for this company? YES NO If yes, when? _____
 Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Specify hours available for each day

If you are applying for a retail hourly position, please keep in mind that the available hours may vary

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>

Are you able to work overtime? _____

Have you ever worked in a retail store? _____ Location: _____ When _____

Education

School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional and Personal references.

Full Name:	_____	Relationship:	_____
Company:	_____	Phone:	() _____
Address:	_____		
Full Name:	_____	Relationship:	_____
Company:	_____	Phone:	() _____
Address:	_____		
Full Name:	_____	Relationship:	_____
Company:	_____	Phone:	() _____
Address:	_____		

Previous Employment

Company:	_____	Phone:	() _____
Address:	_____	Supervisor:	_____
Job Title:	_____	Starting Salary: \$ _____	Ending Salary: \$ _____
Responsibilities:	_____		
From:	_____	To:	_____
Reason for Leaving:	_____		
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Company:	_____	Phone:	() _____
Address:	_____	Supervisor:	_____
Job Title:	_____	Starting Salary: \$ _____	Ending Salary: \$ _____
Responsibilities:	_____		
From:	_____	To:	_____
Reason for Leaving:	_____		
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____