

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Position Applying For	Salary Desired

Job Application

Personal Information				
Last Name	First Name	M.I.	SSN	Birth Date
Address			Email Address	
City	State	ZIP	Phone	

Are you able to perform the responsibilities of the position with reasonable accomodations? ☐ No ☐ Yes
 Can you provide proof of eligibility to work in the United States? ☐ No ☐ Yes
 If you are under age 18, do you have an employment/age certificate? ☐ No ☐ Yes
 Have you been convicted of or pleaded no contest to a felony within the last five years? ☐ No ☐ Yes

If yes, please explain:

Availability

Please list the hours you are available to work

	Morning	Midday	Afternoon	Evening
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Are you available to work holidays?

☐ No ☐ Yes

Are you available to work nights?

☐ No ☐ Yes

Type of work desired:

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

If hired, on what date would you be available to begin work?	
How many hours per week are you available to work?	

Education

	Name	Major/Minor	Graduation Date
High School			
	City and State	Number of Units	Honors/Recognitions
College/University			
	City and State	Number of Units	Honors/Recognitions
Graduate School			
	City and State	Number of Units	Honors/Recognitions
Technical/Trade School			
	City and State	Number of Units	Honors/Recognitions

Skills				
Office Use Only				
OS	Windows <input type="checkbox"/> Mac <input type="checkbox"/> Linux <input type="checkbox"/>	Versions: _____		
Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	WPM: _____		
Word Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	WPM: _____		
Ten-Key	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other Skills				
Work Experience				
Military				
Have you ever served in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Branch	Specialty	Enlisted	Discharged	
Are you currently a member of a National Guard or State Defense Force unit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Work History				
May we contact your current or last employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Current/Last Employer				
Employer Name	From	To	Job Title	
Address			Phone Number	
Reason For Leaving (Be specific)				
Previous Employer				
Employer Name	From	To	Job Title	
Address			Phone Number	
Reason For Leaving (Be specific)				
Previous Employer				
Employer Name	From	To	Job Title	
Address			Phone Number	
Reason For Leaving (Be specific)				
Previous Employer				
Employer Name	From	To	Job Title	
Address			Phone Number	
Reason For Leaving (Be specific)				
Previous Employer				
Employer Name	From	To	Job Title	
Address			Phone Number	
Reason For Leaving (Be specific)				

References

Please list three personal and three professional references. Personal references should not be family members.

Personal

Name	How long known?	Relationship
Company	Title	Phone
Address	Email	

Name	How long known?	Relationship
Company	Title	Phone
Address	Email	

Name	How long known?	Relationship
Company	Title	Phone
Address	Email	

Professional

Name	How long known?	Relationship
Company	Title	Phone
Address	Email	

Name	How long known?	Relationship
Company	Title	Phone
Address	Email	

Name	How long known?	Relationship
Company	Title	Phone
Address	Email	

Additional Notes

Job applications can sometimes miss important traits, skills, and other factors that might be important. Please take advantage of the space below to note any experience, skills, traits, knowledge, or other factors that better qualify you for this position.

I hereby attest that all of the information I have provided is true and correct to the best of my knowledge. I am aware that missing, misleading, or false information is grounds not to hire me, or for my termination after hiring.

Applicant Signature	Date