

Date:

Application for Employment  
Please dress professionally for your interview.

*Personal Information*

Name (Last Name, First)	Referred By
Present Address	City, State, Zip
Phone Number	Email

*Employment Desired*

Position	Date You Can Start	Salary Desired
Are you employed?	If so, may we inquire of your present employer?	
Ever applied to this company before?	Where?	When?

Are you currently under contract?

*Education History*

Type of School	Name & Location	Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Trade/Business School				

*Former Employers (List below last four employers, starting with last one first)*

Date: Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving

*References (Include at least two professional references from former employment)*

Name	Address/Phone	Occupation	Years Known

*Authorization*

“I certify that the facts contained in this application are true and complete to the best of my knowledge, and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above may have, personal or otherwise, and release the company from all liability fro any damages that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

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

Signature: \_\_\_\_\_