Employment Application

Applicant Information

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

Address: _____
          Street Address   *Apartment/Unit #*

          _____
          City   *State*   *ZIP Code*

Phone: _____   Email _____

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

Position Applied for: _____

	YES	NO		YES	NO

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: _____

Education

High School: _____   Address:_____

From: _____ To:_____ Did you graduate? YES ☐ NO ☐   Diploma::_____

College: _____   Address:_____

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

Other: _____   Address:_____

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

References

Please list three professional 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	NO
	☐	☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $_____ Ending Salary: $_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Home Health Care

	YES	NO
May we contact your previous supervisor for a reference?	☐	☐

Company: _____   Phone: _____

Address: _____   Supervisor: _____

Job Title: _____   Starting Salary: **$** _____   Ending Salary: **$** _____

Responsibilities: _____

From: _____   To: _____   Reason for Leaving: _____

	YES	NO
May we contact your previous supervisor for a reference?	☐	☐

Military Service

Branch: _____   From: _____   To: _____

Rank at Discharge: _____   Type of Discharge: _____

If other than honorable, explain: _____

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: _____

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