

## EMPLOYMENT APPLICATION FORM

Name: \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Are you 18 years or older? Yes No UNDER 18 ONLY - DOB: \_\_\_/\_\_\_/\_\_\_  
 If you are under 18, do you have working papers? Yes No  
 Are you legally able to work in the United States? Yes No  
 (Proof of U.S. citizenship or work status will be required upon employment.)

**AVAILABILITY:**

Date you are available to begin working: \_\_\_\_\_  
 Do you have reliable transportation? \_\_\_\_\_  
 School most recently attended: \_\_\_\_\_ Last grade completed: \_\_\_\_\_  
 Have you applied for a position with us before? Y / N

***Hours you are available to work during the school year:***

	M	T	W	TH	F	S	SU
From							
To							

***Hours you are available to work during the summer:***

	M	T	W	TH	F	S	SU
From							
To							

Type of employment desired? Full-Time Part-Time  
 Approximate number of hours per week you would like to work,  
 during the School year: \_\_\_\_\_  
 during the Summer: \_\_\_\_\_

**PREVIOUS WORK EXPERIENCE:**

Have you had any previous work experience? Yes No

Name & Address of Company: \_\_\_\_\_  
 Name of Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

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Name of Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

**REFERENCES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**EDUCATION:**

High School: \_\_\_\_\_  
Dates: \_\_\_\_\_ Did you graduate: \_\_\_\_\_

Higher Education (College, Technical School, Etc.): \_\_\_\_\_  
Dates: \_\_\_\_\_ Did you graduate: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to my employment, I understand that false or misleading information in my application or interview may result in my termination.*

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