Employment Application

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Personal Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
|  |  | | | | |
| Address: |  | | | | |
|  | Street # Apt # Street Name | | | | |
|  |  | | | | |
|  |  | | | | |
|  | City State/Prov Zip Code/Postal | | | | |
|  | | | | | |
| Home Number: | |  |  | Mobile: |  |
|  | | | | | |
| E-mail Address: | |  |  | SIN: |  |
|  | | | | | |
| Drivers License #: | |  |  | License Class: |  |

Employment Desired

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applied for: |  | | | | | | | |
|  | | | | | | | | |
| Date available for work: |  | | | | |  | Expected rate: | $ /hour |
|  | | | | | | | | |
| Are you presently employed: | | 🞎 | Yes | 🞎 | No | | | |
|  | | | | | | | | |

Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of School | Course of Study | Total Years of Study | Degree/Diploma |
| High school |  |  |  |  |
| College |  |  |  |  |
| University |  |  |  |  |
| Trade, Business or Correspondence |  |  |  |  |
|  | | | | |

Employment History + Reference

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List two (2) present and past employers, starting with the **Most Recent** employer.  List one (1) person not related to you, that has known you for at least two (2) years. | | | | |
|  | | | | |
| May we contact your present employer: | 🞎 | Yes | 🞎 | No |
|  | | | | |

1.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer: |  | | From: |  | | To: |  |
|  |  | |  | Month/Year | |  | Month/Year |
| Phone #: |  | | Supervisor: | |  | | |
|  | | | | | | | |
| Position: |  | | | | | | |
| Reason(s) for Leaving: | |  | | | | | |

2.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer: |  | | From: |  | | To: |  |
|  |  | |  | Month/Year | |  | Month/Year |
| Phone #: |  | | Supervisor: | |  | | |
|  | | | | | | | |
| Position: |  | | | | | | |
| Reason(s) for Leaving: | |  | | | | | |

3.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
|  |  |  |  |
| Occupation: |  | Company: |  |
|  |  |  |  |
| Telephone #: |  | | |
|  |  | | |
| E-mail Address: |  | | |
|  |  | | |
| Relationship: |  | | |

Additional Information

|  |
| --- |
| Identify formal job training that relates to this position: |

|  |
| --- |
| Identify what skills or certifications you possess related to this position: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been employed with this company before? | 🞎 | Yes | 🞎 | No |
| If Yes, when: |  | | | |
|  |  | | | |
|  | | | | |
| Do you have any friends or relatives employed by this company? | 🞎 | Yes | 🞎 | No |
| If Yes, please provide their names and relationship to you: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| If hired, can you provide proof of citizenship in this country or proof of your legal right to work in this country | 🞎 | Yes | 🞎 | No |
|  |  |  |  |  |
| If driving is a requirement of the position applied for, have you in the last | 🞎 | Yes | 🞎 | No |
| 7 years been convicted of Driving Under the Influence (DUI) |  |  | 🞎 | N/A |
|  |  |  |  |  |
| If hired, do you have a reliable method of transportation to work? | 🞎 | Yes | 🞎 | No |
|  |  |  |  |  |
| If hired, would you be able to travel or work overtime as needed | 🞎 | Yes | 🞎 | No |

1. Submitting an employment application with false information is grounds for immediate termination of employment
2. By signing the application, you are granting our company permission to contact and check your references

|  |  |
| --- | --- |
| Signature |  |
| Date |  |