

Employment Application

Full Name: _____

Address: _____

Telephone Number: _____

Social Security Number: _____

Are you legally authorized to work in the United States? Yes No

Are you 18 years old or older? Yes No

Date of birth: _____

What position are you applying for? _____

If you are hired, when can you start work? _____

EDUCATION

High School

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? Yes No Date of graduation: _____

Trade School

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? Yes No Date of graduation: _____

College

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? Yes No Date of graduation: _____

What degree did you earn? _____

Graduate School

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? Yes No Date of graduation: _____

What degree did you earn? _____

Other

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? [] Yes [] No Date of graduation: _____

What degree did you earn? _____

EMPLOYMENT HISTORY

Beginning with your most recent employment and working back in time, please give the following information:

Employer 1

Employer: _____

Address: _____

Telephone Number: _____

Job Title: _____

Duties: _____

Dates of Employment: _____

Supervisor: _____

Reason for Leaving: _____

Employer 2

Employer: _____

Address: _____

Telephone Number: _____

Job Title: _____

Duties: _____

Dates of Employment: _____

Supervisor: _____

Reason for Leaving: _____

Employer 3

Employer: _____

Address: _____

Telephone Number: _____

Job Title: _____

Duties: _____

Dates of Employment: _____

Supervisor: _____

Reason for Leaving: _____

PERSONAL REFERENCES

Please provide the names of two references who have not employed you and are not related to you.

Reference 1

Name: _____

Address: _____

Telephone Number: _____

Relationship: _____

Reference 2

Name: _____

Address: _____

Telephone Number: _____

Relationship: _____

ADDITIONAL QUALIFICATIONS

Please tell us about any other training, education, skills or achievements that you feel should be considered.

JOB DESCRIPTION

Below is a complete job description. Please review it carefully.

Job Duties Include But Are Not Limited To:

- Typing/Word Processing
- Working in Microsoft Office, QuickBooks, Dispatching, & Gateway Programs
- Filing
- Compiling Reports
- Answering Phones and Dispatching
- Data Entry
- Running Office Errands (as needed)
- Receiving & Pricing Inventory
- Scanning
- Maintaining a Clean Work Environment
- Shipping & Mailing Items
- Installing & Updating Office Equipment

I understand that if I am hired, my employment will be "at-will." My employment may be terminated—or I may resign—at any time, with or without cause.

I have carefully completed this application form, and I verify that all the information that I have provided is accurate.

Date: _____

Applicant's Signature: _____

****OFFICE USE ONLY****

INTERVIEW NOTES:

INTERVIEWER: _____ INTERVIEW DATE: _____

DATE OF HIRE: _____