

# Employment Application

Please complete all applicable sections. Fields marked with an asterisk are required.

## Personal Information

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Full Name \*

Date \*

Street Address \*

Apartment / Unit #

City \*

State \*

Zip Code \*

Phone \*

Email \*

## Position Details

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Position Applied For \*

Desired Salary / Wage

Date Available \*

# Employment Application

Please complete all applicable sections. Fields marked with an asterisk are required.

## Work Eligibility

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Are you a citizen of the United States? \*

If no, are you authorized to work in the U.S.?

Have you ever worked for this company? \*

If yes, when?

Have you ever been convicted of a felony? \*

If yes, please explain

## Education

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### High School

School / Institution

Address

From

To

Did you graduate?

### College

School / Institution

Address

From

To

Did you graduate?

# Employment Application

Please complete all applicable sections. Fields marked with an asterisk are required.

Website version can make this a repeatable section with an Add Another Employer button.

## Employment History - Employer 1

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**Company**

**Phone**

**Supervisor**

**Address**

**Job Title**

**May we contact?**

**From**

**To**

**Responsibilities**

# Employment Application

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## Employment History - Employer 2

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Company

Phone

Supervisor

Address

Job Title

May we contact?

From

To

Responsibilities

# Employment Application

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## Employment History - Employer 3

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Company

Phone

Supervisor

Address

Job Title

May we contact?

From

To

Responsibilities

# Employment Application

Please complete all applicable sections. Fields marked with an asterisk are required.

Please list three professional references.

## Professional Reference 1

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**Full Name**

**Relationship**

**Company**

**Phone**

**Email**

**Address**

# Employment Application

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## Professional Reference 2

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Full Name

Relationship

Company

Phone

Email

Address

# Employment Application

Please complete all applicable sections. Fields marked with an asterisk are required.

## Professional Reference 3

---

Full Name

Relationship

Company

Phone

Email

Address

# Employment Application

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## Applicant Acknowledgment

I certify that the information given by me in this application and in any interviews is true and complete in all respects. I understand that any falsification, misrepresentation, or omission may be sufficient cause for dismissal from or refusal of employment.

I authorize the Company to investigate my work experience, business activities, education, criminal background, driving record, credit history, general reputation, character, qualifications, and/or suitability for employment as permitted by applicable law. I release from liability the Company and all persons, institutions, employers, organizations, and/or agencies providing information pursuant to this authorization and investigation.

If employed, I agree to conform to the policies, rules, and regulations of the Company. I understand that any offer of employment may be conditioned on completion of a post-offer, pre-employment drug screen. If a drug screen is required, I consent to the release of my drug test results to the Company.

I agree that the Company may deduct from my paycheck any amounts necessary to reimburse the Company for the cost of any unreturned, broken, or damaged equipment and any unpaid advances to my wages that are outstanding, subject to applicable law.

I understand that employment is at-will and may be terminated by either me or the Company at any time, with or without notice or cause, subject to applicable law and any signed written agreement authorized by the Company.

**I have read, understand, and agree to the applicant acknowledgment above. \***

## Digital Signature

**Typed Legal Name \***

**Initials**

**Date Signed \***

Typing your legal name serves as your electronic signature.

# Employment Application

Please complete all applicable sections. Fields marked with an asterisk are required.

## For Office Use Only

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Interviewed By

Date

Hired?

Salary / Wage

Position

Date Reporting to Work

Remarks