

Sample Employment Application

Note: Many job applications are now available only online, but these are the typical questions that might be asked:

Applicant Name _____
Home Phone _____
Cell Phone _____
Email Address _____

Current Address:
Number and street _____
City, State, and Zip _____

How were you referred to this job? _____

Position applying for: _____

Are you applying for:
Temporary part-time Y or N
Regular part-time work? Y or N
Can you work on the weekends? Y or N
Can you work evenings? Y or N
What days and hours are you available for work?

Education and Experience:
School name _____
School address _____
Number of years completed _____
Did you graduate? Y or N

Degree / diploma earned _____

Skills and Qualifications (computers, languages):

Work Experience (volunteer or paid):
Employer _____
Position Title _____
From: _____ To: _____ (dates)
Responsibilities: _____

Reason for Leaving: _____

May We Contact Your Present Employer? [] Y or [] N

Other Information:

Have you ever worked for this company before? [] Y or [] N

Do you have transportation to and from work? [] Y or [] N

Are you over the age of 18? [] Y or [] N

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [] Y or [] N

If hired, are you willing to submit to and pass a controlled substance test? [] Y or [] N

Have you ever been convicted of a crime (felony or misdemeanor)? [] Y or [] N

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case: _____

References:

1) Name/Title/Address/Phone

2) Name/Title/Address/Phone

3) Name/Title/Address/Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____ Date _____