

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

# Job Application

Position Applying For	Salary Desired

Personal Information				
Last Name	First Name	M.I.	SSN	Birth Date
Address			Email Address	
City	State	ZIP	Phone	

Are you able to perform the responsibilities of the position with reasonable accommodations?  No  Yes  
 Can you provide proof of eligibility to work in the United States?  No  Yes  
 If you are under age 18, do you have an employment/age certificate?  No  Yes  
 Have you been convicted of or pleaded no contest to a felony within the last five years?  No  Yes

If yes, please explain:

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Do you have a valid driver's license?  No  Yes  
 Do you have a legal and functional vehicle?  No  Yes

License Number	State	Class	Expiration

Have you had any accidents in the past three years?  No  Yes How many? \_\_\_\_\_  
 Have you had any moving violations in that time?  No  Yes How many? \_\_\_\_\_  
 Have you ever applied for a job with before?  No  Yes

Date	Location	Position

Have you ever worked for before?  No  Yes

From	To	Location	Position

## Availability

Please list the hours you are available to work

	Morning	Midday	Afternoon	Evening
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Are you available to work holidays?

No  Yes

Are you available to work nights?

No  Yes

Type of work desired:

Full-time  Part-time  Temporary  Seasonal

If hired, on what date would you be available to begin work?	
How many hours per week are you available to work?	

**Education**

<b>High School</b>	<b>Name</b>	<b>Major/Minor</b>	<b>Graduation Date</b>
	<b>City and State</b>	<b>Number of Units</b>	<b>Honors/Recognitions</b>
<b>College/ University</b>	<b>Name</b>	<b>Major/Minor</b>	<b>Graduation Date</b>
	<b>City and State</b>	<b>Number of Units</b>	<b>Honors/Recognitions</b>
<b>Graduate School</b>	<b>Name</b>	<b>Major/Minor</b>	<b>Graduation Date</b>
	<b>City and State</b>	<b>Number of Units</b>	<b>Honors/Recognitions</b>
<b>Technical/ Trade School</b>	<b>Name</b>	<b>Major/Minor</b>	<b>Graduation Date</b>
	<b>City and State</b>	<b>Number of Units</b>	<b>Honors/Recognitions</b>

**Skills**

**Office Use Only**

<b>OS</b>	Windows <input type="checkbox"/> Mac <input type="checkbox"/> Linux <input type="checkbox"/>	Versions: _____
<b>Typing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	WPM: _____
<b>Word Processing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	WPM: _____
<b>Ten-Key</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other Skills</b>	_____	

**Work Experience**

**Military**

Have you ever served in the armed forces?  Yes  No

Branch	Specialty	Enlisted	Discharged

Are you currently a member of a National Guard or State Defense Force unit?  Yes  No

**Work History**

Please list your work experience for the past five years beginning with your most recent job held. You should account for time unemployed, and include any full-time volunteer work done. If you were self-employed, give firm name. Attach additional sheets if necessary.

May we contact your current or last employer?  Yes  No

**Current/Last Employer**

Employer Name	From	To	Job Title

Address	Phone Number

**List your primary responsibilities, skills, and accomplishments with this job**

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<b>Reason For Leaving (Be specific)</b>	
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Previous Employer			
Employer Name	From	To	Job Title
Address			Phone Number
List your primary responsibilities, skills, and accomplishments with this job			
Reason For Leaving (Be specific)			

Previous Employer			
Employer Name	From	To	Job Title
Address			Phone Number
List your primary responsibilities, skills, and accomplishments with this job			
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Employer Name	From	To	Job Title
Address			Phone Number
List your primary responsibilities, skills, and accomplishments with this job			
Reason For Leaving (Be specific)			

I hereby attest that all of the information I have provided is true and correct to the best of my knowledge. I am aware that missing, misleading, or false information is grounds not to hire me, or for my termination after hiring.

Applicant Signature	Date