Your Business Name & Logo

Sample #1

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name_____Date of application_____
LAST FIRST MIDDLE

Address_____City _____State _____Zip_____

Telephone_____Social Security Number _____

1. GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? ☐ Yes ☐ No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.) ☐ No ☐ Yes If yes, explain_____

2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters ____ Doctorate ____

Name & Address of School	Major Course studied	Graduated or degree (Y or N)	Average Grade
Last High School Attended/Address:			
College or University/Address			
College or University/Address Other School (Technical, Vocational, Graduate, etc.) /Address			

List any scholarships, academic honors, awards or special achievements:

_____

3. SKILLS

Please list any skills you have that are appropriate for the position you are applying for:_____

_____

_____

If required, will you work?

Rotating shifts ☐ YES ☐ NO Saturdays ☐ YES ☐ NO
Overtime ☐ YES ☐ NO Sundays ☐ YES ☐ NO

Position applying for, be specific:

Salary Requirements ☐ per hour
$ ☐ per month

State fully why you believe you are qualified for this position

_____

_____

_____

_____

Date you can start

/ /

INTERESTS / ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

_____

_____

_____

EMPLOYMENT HISTORY

Sample #1

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMP UR employers. If currently employed, may we contact your employer? ☐ Yes ☐ No

PRESENT OR MOST RECENT EMPLOYER

FULL NAME OF COMPANY		(AREA CODE) TELEPHONE		SALARY BEGIN END	EMPLOYED FROM TO
STREET ADDRESS	CITY	STATE	ZIP		MO/YR MO/
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION		REASON FOR LEAVING:	
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:					

FULL NAME OF COMPANY		(AREA CODE) TELEPHONE		SALARY BEGIN END	EMPLOYED FROM TO
STREET ADDRESS	CITY	STATE	ZIP		MO/YR MO/
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION		REASON FOR LEAVING:	
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NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION		REASON FOR LEAVING:	
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:					

READ CAREFULLY: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature _____ **Date**_____