



## Employment Application

Position(s) Applied for:

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Date of Application: \_\_\_\_\_

Name:

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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address:

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### Employment History

Provide the following information for your past three (3) employers, starting with your present and/or most recent employer.

From: \_\_\_\_\_ To: \_\_\_\_\_ Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

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Reason for leaving:

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Hourly rate/Salary:

Start: \$ \_\_\_\_\_ Per \_\_\_\_\_ Final: \$ \_\_\_\_\_ Per \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hourly rate/Salary: \_\_\_\_\_  
Start: \$ \_\_\_\_\_ Per \_\_\_\_\_ Final: \$ \_\_\_\_\_ Per \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hourly rate/Salary: \_\_\_\_\_  
Start: \$ \_\_\_\_\_ Per \_\_\_\_\_ Final: \$ \_\_\_\_\_ Per \_\_\_\_\_

Please account for any gaps in your employment history: \_\_\_\_\_

**Skills and Qualifications**

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. Include computer, foreign language, and other skills.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Background**

Name & Location	Years Completed	Did you graduate?	Course of Study/Major
High School			
College			
Other			

**Professional references**

Name	Position	Address	Phone
1. _____			
2. _____			
3. _____			

I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the school shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application. I authorize the school to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, or governmental agency to disclose to the school any information they may have regarding me. In consideration of the review of this application, I hereby release the school as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information. A copy of this authorization and release is as valid as the original and should be recognized as such.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date