Application for Employment

Please complete every section that applies to you. You may attach a resume, but please still complete the work history section. [Company Name] is an equal opportunity employer. If you need a reasonable accommodation to complete this application or take part in the hiring process, contact [Name] at [email or phone].

APPLICANT INFORMATION

Legal first name

Legal last name

Preferred name (optional)

Street address

City, state, ZIP code

Mobile phone

Email address

May we contact you by text message about your application?

☐ Yes ☐ No

POSITION AND AVAILABILITY

Position(s) applied for

Location(s) you are applying to

Employment type wanted

☐ Full-time ☐ Part-time ☐ Temporary / seasonal ☐ Any

Date you can start

Days and shifts you are available to work

Are you able to work weekends or overtime if required for the position?

☐ Yes ☐ No ☐ Sometimes

Desired pay (optional)

How did you hear about this job?

☐ Job board ☐ Company careers site ☐ Employee referral ☐ Social media
☐ Job fair or event ☐ Staffing agency ☐ Other

If referred, name of the employee who referred you

ELIGIBILITY

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status?

☐ Yes ☐ No

Are you at least 18 years of age? (If under 18, a work permit may be required.)

☐ Yes ☐ No

If the job requires a license or certification, do you hold it? (list type, issuing state and expiry)

Have you previously worked for or applied to [Company Name]? If yes, when and where?

WORK HISTORY (MOST RECENT FIRST; INCLUDE THE LAST 3 POSITIONS OR 7 YEARS)

Employer 1: name, city and state

Employer 1: job title

Employer 1: start and end dates (month/year)

Employer 1: main duties

Employer 1: reason for leaving

Employer 1: may we contact this employer?

☐ Yes ☐ No ☐ Yes, after an offer

Employer 2: name, city and state

Employer 2: job title

Employer 2: start and end dates (month/year)

Employer 2: main duties

Employer 2: reason for leaving

Employer 2: may we contact this employer?

☐ Yes ☐ No

Employer 3: name, city and state

Employer 3: job title

Employer 3: start and end dates (month/year)

Employer 3: main duties

Employer 3: reason for leaving

Employer 3: may we contact this employer?

☐ Yes ☐ No

Explanation of any gaps in employment you would like us to know about (optional)

EDUCATION AND TRAINING

High school or equivalent (name, city, completed yes/no)

College, university or trade school (name, area of study, degree or certificate)

Other training, certifications or apprenticeships

SKILLS

Job-related skills, equipment or software you can use

Languages you speak, read or write (if relevant to the job)

Military service relevant to the job (branch, dates, skills; optional)

REFERENCES (NOT RELATED TO YOU)

Reference 1: name, relationship, phone or email

Reference 2: name, relationship, phone or email

Reference 3: name, relationship, phone or email

APPLICANT STATEMENT

I certify that the information on this application and any attached resume is true and complete to the best of my knowledge. I understand that false or misleading information, or omission of material facts, may result in my application being rejected or, if I am hired, in discipline up to and including termination.

I authorize [Company Name] to contact the employers and references I have listed, except where I have indicated otherwise, about my employment history and qualifications. Any background check will be conducted only after separate written disclosure and authorization, as required by law.

I understand that this application is not a contract of employment. If hired, my employment will be at will, meaning that either I or [Company Name] may end it at any time, with or without cause or notice, unless a written agreement signed by an authorized officer says otherwise, or applicable law provides otherwise.

SIGNATURE

Applicant signature

Date

Date

FOR OFFICE USE ONLY

Date received

Requisition number

Reviewed by

Outcome

☐ Interview ☐ Hold ☐ Not selected ☐ Withdrawn