

# APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

HOW DID YOU LEARN ABOUT US?  OB SENTINEL AD  COASTLAND TIMES AD  
 OTHER \_\_\_\_\_  DAILY ADVANCE AD  EMPLOYMENT AGENCY

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ EMERGENCY CONTACT: \_\_\_\_\_

EMERGENCY PHONE NUMBER: \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED? \_\_\_\_\_

CAN WE CONTACT YOUR CURRENT EMPLOYER? \_\_\_\_\_

WHAT DATE CAN YOU BE AVAILABLE FOR WORK? \_\_\_\_\_

DO YOU HAVE A VALID DRIVER'S LICENSE AND TRANSPORTATION TO/FROM WORK? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_

IF YES, PLEASE EXPLAIN. \_\_\_\_\_

## EMPLOYMENT EXPERIENCE (START WITH YOUR PRESENT OR LAST JOB)

EMPLOYER: \_\_\_\_\_ WORK PERFORMED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_ HOURLY RATE OF PAY: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ WORK PERFORMED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_ HOURLY RATE OF PAY: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ WORK PERFORMED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_ HOURLY RATE OF PAY: \_\_\_\_\_

**LIST THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?** \_\_\_\_\_

**LIST ANY TECHNICAL OR MECHANICAL SKILLS:** \_\_\_\_\_

**LIST ANY PRINTING EXPERIENCE:** \_\_\_\_\_

**YOUR SIGNATURE GUARANTEES THAT THE ANSWERS ABOVE ARE TRUE TO THE BEST OF YOU KNOWLEDGE.  
YOU MAY INCLUDE A RESUME WITH YOUR COMPLETED APPLICATION.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

**NOTES:** \_\_\_\_\_

**HIRED:** YES / NO

**JOB TITLE:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**HOURLY RATE:** \_\_\_\_\_

**HIRED BY:** \_\_\_\_\_