

Sample Employment Application

PERSONAL INFORMATION:

Position(s) Applying For: _____

Last Name: _____ First: _____ Phone #: _____

Local Address: _____ City: _____ Zip: _____

Email Address: _____

EMPLOYMENT INFORMATION:

How soon could you accept employment? _____

Please list any pertinent experience you have gained:

In High School: _____

In College: _____

Job: _____

EMPLOYMENT REFERENCES:

| Dates | Company Name | Supervisor Name | Phone # | Type of Work Performed |
|-------|--------------|-----------------|---------|------------------------|
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | - | - | - |

May we call on these references? Yes _____ No _____

Please list any special qualifications or skills: _____

Comments: _____

Have you ever been convicted of felony? ___Yes ___No
If yes, please describe:

I understand that misrepresenting my background on this application is grounds for dismissal.

Complete your schedule of work availability on the following page.

Applicant Signature: _____ Date: _____

Block out periods of time below to indicate your availability to work.

This availability is valid for the period of _____ (date) through _____ (date).

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------------|--------|---------|-----------|----------|--------|----------|--------|
| 7:00 a.m. | | | | | | | |
| 7:30 a.m. | | | | | | | |
| 8:00 a.m. | | | | | | | |
| 8:30 a.m. | | | | | | | |
| 8:30 a.m. | | | | | | | |
| 9:00 a.m. | | | | | | | |
| 9:30 a.m. | | | | | | | |
| 10:00 a.m. | | | | | | | |
| 10:30 a.m. | | | | | | | |
| 11:00 a.m. | | | | | | | |
| 11:30 a.m. | | | | | | | |
| 12:00 noon | | | | | | | |
| 12:30 p.m. | | | | | | | |
| 1:00 p.m. | | | | | | | |
| 1:30 p.m. | | | | | | | |
| 2:00 p.m. | | | | | | | |
| 2:30 p.m. | | | | | | | |
| 3:00 p.m. | | | | | | | |
| 3:30 p.m. | | | | | | | |
| 4:00 p.m. | | | | | | | |
| 4:30 p.m. | | | | | | | |
| 5:00 p.m. | | | | | | | |
| 6:00 p.m. | | | | | | | |
| 7:00 p.m. | | | | | | | |
| 8:00 p.m. | | | | | | | |
| 9:00 p.m. | | | | | | | |
| 10:00 p.m. | | | | | | | |
| 11:00 p.m. | | | | | | | |
| 11:00p.m.- 7:00 a.m. | | | | | | | |