

# Employment Application

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Date: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Desired Position: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Full Time     Part Time

If part time, please specify available days and hours:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Education

	Course of Study	Certification Received
Junior High School		
High School		
Correspondence		
Business or Trade School		
University		
Special Training		

## Work History

Please include at least the previous 3 years.

Date (Month/ Year)	Name & Address of Employer	Phone No.	Salary	Position & Supervisor	Reason for Leaving
From: To:					
From: To:					
From: To:					
From: To:					
From: To:					

Were you ever bonded?    Yes    No

If yes, on which job(s)? \_\_\_\_\_

## Personal References

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Are there any other experiences, skills or qualifications that you feel would especially qualify you for work within our company?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge, and authorize investigation of all statements in this application. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

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Applicant's Name (print) \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

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**To be completed only if the applicant is hired.**

## Personal Information

Date of Birth: \_\_\_\_\_ Sex:  Male  Female Social Insurance No: \_\_\_\_\_  
Date Hired: \_\_\_\_\_ Salary: \_\_\_\_\_ Position: \_\_\_\_\_

## Emergency Contact

Name: \_\_\_\_\_ Work Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_