Job Application Form

Do not include your Social Security number, date of birth, salary history or criminal history. If an employer needs it, they will ask later, as permitted by law.

Personal Information

Last name	First name	Middle	Today's date

Street address, apt. / unit	City	State	ZIP code

Phone	Email	Are you 18 or older?
		☐ Yes ☐ No

Position

Position applied for	Company	Date available	Desired pay

Employment type: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal	Authorized to work in the U.S.? ☐ Yes ☐ No
Will you need visa sponsorship? ☐ Yes ☐ No	Have you worked for this company before? ☐ Yes ☐ No
Can you perform the essential functions of the job, with or without reasonable accommodation? ☐ Yes ☐ No	

Education

High school (name, city, state)	Graduated? ☐ Yes ☐ No	Diploma / GED
College / university (name, city, state)	Graduated? ☐ Yes ☐ No	Degree and field of study
Other training (name, city, state)	Completed? ☐ Yes ☐ No	Certificate

Employment History

Employer 1: company	Phone	Supervisor	Job title

Address	Start date (mm/yyyy)	End date (mm/yyyy)	May we contact? ☐ Yes ☐ No

Main responsibilities	Reason for leaving

Employer 2: company	Phone	Supervisor	Job title

Address	Start date (mm/yyyy)	End date (mm/yyyy)	May we contact? ☐ Yes ☐ No

Main responsibilities	Reason for leaving

References

Reference 1: full name	Relationship	Company	Phone or email
Reference 2: full name	Relationship	Company	Phone or email
Reference 3: full name	Relationship	Company	Phone or email

I certify that my answers are true and complete to the best of my knowledge, and I authorize the employer to verify them and to contact the employers and references listed, except where I have indicated otherwise. I understand that false or misleading information may result in my release. This application is not a contract of employment.

Signature _____ Date _____

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