

[Business Name or Logo]

*Welcome to our business. We are pleased that you have selected our business as a place to apply for employment and look forward to exploring the possibility of your working in our business. Tell us about yourself and answer all of the following questions; then, let's visit.*

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the United States? Yes No

If you are under age 18, do you have an employment/age certificate? Yes No

Have you been convicted of or pleaded "no-contest" to a felony within the last five years? Yes No

If yes, please explain: \_\_\_\_\_

Position Applied For \_\_\_\_\_

Days/Hours Available

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

**EDUCATION:**

Name and Address of School \_\_\_\_\_ Degree/Diploma \_\_\_\_\_ Graduation Date \_\_\_\_\_

Skills and Qualifications: Licenses, Skills, Training, Awards

**EMPLOYMENT HISTORY:**

**Present Or Last Position:**

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Position:**

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May We Contact Your Present Employer?** Yes No

**References:**

Name/Title	Address	Phone
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

1. What would you consider to be your greatest achievement at your last place of employment?
2. What did you like best about your last place of employment?
3. What did you like least about your last place of employment?
4. If you could change one thing about your last place of employment, what would it be?
5. What do you think about the people you worked with at your last place of employment?
6. What special talents do you bring to our business?
7. Why did you select our business as a place to apply for employment?

8. What part of what our business does do you like best?

9. What do you see yourself doing three years from now?

10. If we were to ask your last employer, what would he or she say about you?

*This application is provided as a guide to creating an employment application and is without legal review. Profits+Plus suggests that any organization utilizing any or all of this form do so after confirming that these questions are appropriate by the government bodies that have jurisdiction over your business.*

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