

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address _____ City _____ State _____ Zip _____

Prior Address (if less than 2 yrs at current address) _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email Address _____

Date Available for Employment _____ / _____ / _____ Position Applied For _____

Type of Employment sought: Full-Time Part-Time Seasonal/Temporary

Are you currently legally eligible to work in the United States? Yes No
If hired, proof of eligibility must be provided.

EDUCATION

	Name of School / Location (City/State)	# of Years Attended	Course of Study / Diploma or Degree Received
High School			
College / Trade School			
Graduate / Advanced			
Other (Specify)			

Describe any specialized training, skills, and extra-curricular activities.

List professional, trade, business, or civic activities and offices held.

EMPLOYMENT HISTORY / EXPERIENCE

please list your last four employers (most recent one first)

Employer	Dates Employed (mo/yr) / - /	Work Performed
Address	Telephone Number	
Starting Job Title	Final Job Title (if different)	
Supervisor Name	may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Starting Rate of Pay per	Final Rate of Pay per	Reason for Leaving

Employer	Dates Employed (mo/yr) / - /	Work Performed
Address	Telephone Number	
Starting Job Title	Final Job Title (if different)	
Supervisor Name	may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Employer	Dates Employed (mo/yr) / - /	Work Performed
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Starting Job Title	Final Job Title (if different)	
Supervisor Name	may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Starting Rate of Pay per	Final Rate of Pay per	Reason for Leaving

If you need additional space, please continue on a separate sheet of paper

List any special job related training, skills, and certifications and dates trained. Describe any computer systems, applications, and email packages you are familiar with (i.e. IBM, MAC, MS Word, Excel, Outlook).

REFERENCES

Name	Email Address	Phone Number	Relationship/How Long
_____	_____	_____	_____
Name	Email Address	Phone Number	Relationship/How Long
_____	_____	_____	_____
Name	Email Address	Phone Number	Relationship/How Long
_____	_____	_____	_____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the "Employer."

*Note per legal statues, Kansas is an "at will" state.

Signature of Applicant

Date

/ /