



# Employment Application

## Personal Information

|                        |                                    |
|------------------------|------------------------------------|
| First Name             | Last Name                          |
| Address                |                                    |
| City, State / Province | Zip / Postal Code                  |
| Phone Number           | Mobile Number                      |
| Email                  | Where did you hear about this job? |

## Additional Information

|  |   |
|--|---|
| Are you of legal age to work in this state / province? | Have you worked for us before? If so, where?  |
| Have you ever been convicted of a criminal offense?    | Are you legally able to work in this country? |

## What You Are Seeking

|                              |                                   |
|------------------------------|-----------------------------------|
| Position applying for?       | Part-time / Full-time work?       |
| Permanent or temporary work? | When can you start, if hired?     |
| Desired salary?              | Preferred hours or shifts / week? |

## Availability

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
|        |         |           |          |        |          |        |

## Education

|                                   |
|-----------------------------------|
| High School                       |
| College / University              |
| Additional Schooling              |
| Training or additional experience |

## Employment History

|                   |                      |
|-------------------|----------------------|
| Company Name      | Dates Employed       |
| Position / Duties | Reason For Leaving   |
| Supervisor's Name | Contact Phone Number |
| Company Name      | Dates Employed       |
| Position / Duties | Reason For Leaving   |
| Supervisor's Name | Contact Phone Number |
| Company Name      | Dates Employed       |
| Position / Duties | Reason For Leaving   |
| Supervisor's Name | Contact Phone Number |

## References (business & personal)

|      |              |              |
|------|--------------|--------------|
| Name | Relationship | Phone Number |
|      |              |              |
| Name | Relationship | Phone Number |
|      |              |              |
| Name | Relationship | Phone Number |
|      |              |              |

## Self Assessment

The following is a self assessment. Rate yourself on a scale of 1 to 5 ( 1 being lowest and 5 being highest )based on experience from previous employment.

|   |  |   |  |
|---|--|---|--|
| I'm always on time for each of my scheduled shifts. |  | I follow directions well.                             |  |
| I am a good communicator.                           |  | I am a self motivator.                                |  |
| I am a team player and work well with others.       |  | I am a good problem solver.                           |  |
| I consider myself a hard worker.                    |  | I am polite to customers and treat them with respect. |  |

## Please carefully read the following, date & sign

I agree that the information that I have provided is accurate to the best of my knowledge. I understand that you may verify such information and any inaccuracies may prevent the hiring or termination of my employment.

|      |           |
|------|-----------|
| Date | Signature |
|      |           |