



JOB APPLICATION

FC Version 1.0

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JOB APPLICATION

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Contact Information:

Name [First, MI, Last]: _____

Social Security Number: _____

Mailing Address:

Street City State [Abbreviation] Zip Code

Email Address: _____

Telephone: [____] _____ Alternate Phone: [____] _____

Job Type:

Days available to work:

☐ No Preference ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Seeking: ☐ Full Time Job ☐ Part Time Job ☐ Full or Part Time

How many hours can you work weekly? _____ Can you work nights? ☐ No ☐ Yes

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Date available to begin:

Additional Information:

Have you ever been employed by this organization in the past?

☐ No☐ YesDo you certify that you are a U.S. citizen, permanent resident,
or a foreign national with authorization to work in the United States?☐ No☐ YesHave you ever been convicted of, or entered a plea of guilty,
no contest, or had a withheld judgment to a felony?☐ No☐ Yes

If Yes, please explain:

Do you have a driver's license?

☐ No☐ YesDriver's License Number:

State Issued in:

Have you had any accidents during the past three years?

☐ No☐ YesHow Many?

Have you had any moving violations during the past three years?

☐ No☐ YesHow Many?

Education:High School Name:

Location [Mailing Address]:

Street

City

State [Abbreviation]

Zip Code

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Years Completed: _____ Major: _____

Degree or Diploma: _____

Education (Cont.):

College / Trade School Name: _____

Location [Mailing Address]:

Street City State [Abbreviation] Zip Code

Years Completed: _____ Major: _____

Degree or Diploma: _____

College / Trade School Name: _____

Location [Mailing Address]:

Street City State [Abbreviation] Zip Code

Years Completed: _____ Major: _____

Degree or Diploma: _____

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Education (Cont.):

College / Trade School Name: _____

Location [Mailing Address]:

Street_____
City_____
State [Abbreviation]_____
Zip Code

Years Completed: _____ Major: _____

Degree or Diploma: _____

Military:

Have you ever been in the Armed Forces?

☐ No☐ Yes

Date Entered: _____ / _____ / _____

Date Discharged: _____ / _____ / _____

Are you now a member of the National Guard?

☐ No☐ Yes

Specialty:

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Work Experience:

Please list ALL work experience beginning with your most recent job held.

Company: _____ Job Title: _____

Supervisor's Name: _____ Hours / Week: _____

Start Date: _____ End Date: _____

Starting Salary: _____ Final Salary: _____

Location [Mailing Address]:

Street City State [Abbreviation] Zip Code

Phone number: _____

Reason for Leaving - be specific:

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we Contact this Employer?

☐

No

☐

Yes

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☐ No☐ Yes

References:

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.

Name: _____

Phone Number: _____

Relationship: _____

Name: _____

Phone Number: _____

Relationship: _____

Name: _____

Phone Number: _____

Relationship: _____

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature: _____

Date: ____/____/____