



Application for Employment

| Personal Information | | | |
|-------------------------|-------------|---------------------|-----------------|
| Name (Last Name, First) | | Social Security No. | |
| Present Street Address | City | State | Zip Code |
| Phone No. | Referred By | | Age if Under 18 |

| Employment Desired | | |
|------------------------------|--------------------------------|--------------------------------|
| Position Desired | Date You Can Start | Salary Desired |
| Days/Hours Available to Work | | |
| Desired Hours per Week | When can you work past 5:30pm? | Full or Part-time Work Desired |

| Education History | | | |
|--|---------|------|----------------|
| High School | Address | Year | Major & Degree |
| College | Address | Year | Major & Degree |
| Business or Trade School | Address | Year | Major & Degree |
| Certifications, subjects of special study, research, work, or special training or skills | | | |

| Former Employers (Starting with the most recent) | | |
|---|--------------------|--|
| Name & Address | Phone No. | Employment Dates From: To: |
| | Name of Supervisor | Salary Start: Final: |
| Latest job title, duties performed, skills used or learned, and advancements or promotions. | | |
| Reason for Leaving | | May we contact your present employer? |

| | | |
|---|--------------------|--|
| Name & Address | Phone No. | Employment Dates From: To: |
| | Name of Supervisor | Salary Start: Final: |
| Latest job title, duties performed, skills used or learned, and advancements or promotions. | | |
| Reason for Leaving | | May we contact your present employer? |

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| Name & Address | Phone No. | Employment Dates From: To: |
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| Name & Address | Phone No. | Employment Dates From: To: |
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| Latest job title, duties performed, skills used or learned, and advancements or promotions. | | |
| Reason for Leaving | | |

| Computer Skills (Check ALL that apply) | | | | |
|---|-------------------------------------|---------------------------------------|-----------------------------------|-----------|
| MS Word or Similar | Elementary <input type="checkbox"/> | Intermediate <input type="checkbox"/> | Advanced <input type="checkbox"/> | |
| Excel or Similar | Elementary <input type="checkbox"/> | Intermediate <input type="checkbox"/> | Advanced <input type="checkbox"/> | |
| Windows XP | Elementary <input type="checkbox"/> | Intermediate <input type="checkbox"/> | Advanced <input type="checkbox"/> | |
| 10 Key | Elementary <input type="checkbox"/> | Intermediate <input type="checkbox"/> | Advanced <input type="checkbox"/> | |
| Typing Speed | Elementary <input type="checkbox"/> | Intermediate <input type="checkbox"/> | Advanced <input type="checkbox"/> | _____ wpm |
| Medical software you used in your previous job. | | | | |

| Foreign Language Skills |
|---|
| Please state and describe your foreign language skills, if any: |

| Professional References | | | |
|--------------------------------|--------------|---------|-----------|
| Name, Title | Company Name | Address | Phone No. |
| Name, Title | Company Name | Address | Phone No. |
| Name, Title | Company Name | Address | Phone No. |

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|--|
| Have you ever been convicted of a crime? If yes, please explain. |
|--|

| Authorization | |
|--|------------|
| <p>"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.</p> <p>I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information."</p> | |
| Signature _____ | Date _____ |