



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit # City State Zip Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Shift Desired: 1st _____ 2nd _____ 3rd _____ Type of employment you will accept: Full Time _____ Part Time _____

Position Applied for: _____ Referred By: Ad Friend/Family Other

Are you authorized to work in the U.S.? YES NO (Proof of eligibility will be required before you can be employed)

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? YES NO

Have you ever worked for this company? YES NO If yes, provide _____

Have you ever been convicted of a felony? YES NO additional information. _____

Education

High School Address: _____

Did you graduate? YES NO Diploma: _____

College Address: _____

Did you graduate? YES NO Degree: _____

Other Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Other: _____

Military Service

Branch: _____ From: _____ To: _____
Type of Discharge: _____

Rank at Discharge: _____

If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Company: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Company: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Company: _____ Relationship: _____

Address: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

MARYLAND APPLICANTS ONLY:

Important Notice: Under MD law, an employer may not require or demand as a condition of employment, prospective employment or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not to exceed \$100. By signing below, I indicate that I have read and understand the above:

Signature: _____ Date: _____