

Employment/Internship Application

Applicant Information

Applicant Name: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

Current Address: _____

City/State/Zip: _____

Position

Position Applying For: _____

What days and hours are you available for work? _____

If hired, on what date can you start working? _____ / _____ / _____

Can you work on the weekends? Yes No Evenings? Yes No

Are you able to have a flexible schedule? Yes No

Desired Hours per Week: _____

Personal Information

Are you under 18? Yes No

Are you eligible to work in the United States? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please explain (use back if needed): _____

Education, Training and Experience

High School

High School Name: _____

City/Zip: _____

Did you graduate? Yes No Year diploma earned: _____

College/University

School Name: _____

City/Zip: _____

Number of years completed: _____

Did you graduate? [] Yes [] No Year degree/diploma earned? _____

Major/Minor(s) earned: _____

Other Training/Education

Please list any other training, education, certifications related to the position you are applying for: _____

Employment History

Present or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

E-Mail: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary/Hourly Rate: _____

Reason for Leaving: _____

May we contact this Employer? [] Yes [] No

Other work related Experience

Please List: _____

References

Please list two (not family).

Name/Title: _____

Relationship to Applicant: _____

Length of Acquaintance: _____

Company & Address: _____

Phone: _____

Name/Title: _____

Relationship to Applicant: _____

Length of Acquaintance: _____

Company & Address: _____

Phone: _____

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature: _____

Date: _____