

Application for Employment

XYZ company is an Equal Opportunity Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualification, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. Complete the entire application. You may attach a resume, but you must still complete all questions, or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Application with missing or invalid job numbers will not be considered for any position.

Position Applying for:

JOB #:

Name (Last, First, Middle):

Other names under which you have attended school or been employed:

Street Address:

City, State, & Zip:

Social Security Number:

Home Phone:

Work Phone:

Other Phone:

Are you Eligible to work in the Unites States? Yes No

Are you 18 years of age or older? Yes No

If NO, what is your current age?

Are you currently employed at XYZ company? Yes No

If YES, what is your current job title & department?

Have you ever been employed by XYZ company? Yes No

If YES, dates of employment & reason for leaving.

Are you related to any current XYZ company employees? Yes No

If YES, their names & their relationship to you?

If required for position, do you have a valid driver's license? Yes No

If YES, state of issuance, license #, and expiration date:

How did you learn about this employment opportunity? Check all that apply:

Job Bulletin Posting

Website

Referral by employee

Department of Labor

Online Ad

Social Media

Other:

Education:

High School

Name of School

City/State

Did you graduate? Yes No

If no, # of years left to graduate If yes, date of graduation

Degree received

GED

Name of School/Intuition

City/State

Date received

Other School

Name of School

City/State

Did you graduate? Yes No

If no, # of years left to graduate If yes, date of graduation

Degree received Major

College

Name of School

City/State

Did you graduate? Yes No

If no, # of years left to graduate If yes, date of graduation

Degree received Major

College

Name of School

City/State

Did you graduate? Yes No

If no, # of years left to graduate If yes, date of graduation

Degree received Major

Other credentials/ licenses/ professional affiliations, etc. which are relevant to the job(s) for which you are applying.

Skills:

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer system and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

Work Experience:

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets

Contact my current references: At any time Only if I am a finalist candidate

Primary duties:

Reason for leaving:

Dates Employed (most recent position) From: To:

 Full time Part-time If part-time, # hrs/wk:

Title

Starting Salary Final Salary

Organization Name and Address:

Supervisor's Name, Title, and Phone #

Other Reference Name, Title, and Phone #

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