



Employment Application

Date: _____

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____

Last

First

Middle

Telephone: _____ Email: _____

Address: _____

Do you have a valid driver's license? Yes No

Do you have a high school diploma? Yes No

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

EMPLOYMENT HISTORY

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: _____ Telephone: _____		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: _____ Telephone: _____		

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Telephone	Occupation	Years known
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CONTACT

In case of accident or illness, please contact: Name: _____

Daytime phone: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If necessary for employment, you may be required to: provide proof of authorization to work in the United States, have a drug test, and background check. I understand and agree to the information shown above.

Signature of Applicant _____

Date _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.

For M&C Office use only:

Date Received: _____

Background check: _____ UA: _____

Cultural Fit: _____

Reference Check: _____

Interview: _____

Offer of Employment: _____