



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
_____	_____	_____	_____
Name	Telephone	Occupation	Years known
_____	_____	_____	_____

CONTACT

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

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 affect on your application for employment.

For M&C Office use only:

Date Received: _____ Cultural Fit: _____ Interview: _____
Background check: _____ UA: _____ Reference Check: _____ Offer of Employment: _____