

# EMPLOYMENT APPLICATION

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

<b>1</b> Job title applying for	<b>2</b> Wage expected	<b>3</b> Referred by
<b>4</b> Last name	First and middle names	<b>5</b> Social Security Number
<b>6</b> Mailing Address		<b>7</b> Phone Numbers (incl area code)
City	State	Zip Code
		Day ( )
		Eve ( )

## WORK EXPERIENCE

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

**1) Job Title (if Federal, include series and grade)**

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number ( )

**Describe your duties and accomplishments**

**2) Job Title**

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number ( )

**Describe your duties and accomplishments**

**3) Job Title**

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number ( )

**Describe your duties and accomplishments**

**9** May we contact your current supervisor?

YES [ ] NO [ ] if we need to contact your current supervisor before making an offer, we will contact you first.

**EDUCATION**

**10** Mark highest level completed. Some HS [ ] HS/GED [ ] Associate [ ]

**11** Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Availability

Please show each day of the week and time available to work below.

**13** Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only).

14 References: List the names and phone numbers of 2 persons (non-relative) that you have worked with. We may call them for reference.

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

**SIGNATURE**

**DATE SIGNED**