

Employment Application

Applicant Information

Last Name: _____ First Name:* _____ M.I.: ___ Date: _____

Street Address: _____ Apartment/Unit #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you worked for Career Employment in the past? Yes No

If yes, when? _____

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate?: Yes No Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate?: Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate?: Yes No Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference?: Yes No

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference?: Yes No

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference?: Yes No

Military Service

Branch: _____ From: : _____ To: _____
 Rank at Discharge: _____ Type of Discharge: _____
 If other than honorable, explain: _____

Skills	Training	Length of Work Experience	Training	Length of Work Experience
Accounting		_____	Collections	_____
Bookkeeping			Calculator	
Full Charge		_____	by touch	_____
Assistant		_____	Data Entry	_____
Accounts Receivable		_____	Computer	
Accounts Payable		_____	IBM, Dell, etc.	_____
Bank Reconciliation		_____	Macintosh	_____
Payroll		_____	Certifications,	_____
Banking			languages, other	
Teller		_____		
Lender		_____		
Cashier		_____	Mailroom	_____
Credit		_____	Switchboard	_____

	Training	Length of Work Experience		Training	Length of Work Experience
Multi-Line Phones		_____	Forklift		_____
Call Center			CDL		_____
Helpdesk		_____	Welding		_____
Inbound		_____	Construction		_____
Outbound		_____	Electrical		_____
Receptionist		_____	Electronics		_____
Typing/Speed		_____	Janitorial		_____
Statistical Typing		_____	Landscape		_____
Transcription		_____	Other		_____
Legal		_____	Software		
Medical			MS Access		_____
X-Ray		_____	MS Excel		_____
Medical Assistant		_____	MS Outlook		_____
Coding		_____	MS PowerPoint		_____
Certifications		_____	MS Publisher		_____
Insurance			MS Word		_____
Medical		_____	Lotus 1-2-3		_____
Property & Casualty		_____	Adobe PageMaker		_____
Policy Writing		_____	Adobe Photoshop		_____
Retail		_____	Adobe InDesign		_____
Sales		_____	Harvard Graphics		_____
Stocking		_____	Peachtree		_____
Inventory Control		_____	QuickBooks		_____
Engineering			SAP		_____
Type _____		_____	Operating System		
			MS Windows		_____
Drafting			MS Vista		_____
CAD/Version		_____	Macintosh		_____
Sheet Metal			Oracle		_____
Machinist		_____	Linux		_____
Engine Lathe		_____	Unix		_____
Turret Lathe		_____	Other		_____
CNC Lathe		_____			