

Employment Application

Position Applying For: _____

Date _____

EMPLOYEE INFORMATION

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Are you able to perform the essential functions of the position with or without accommodations? YES NO

If necessary for the job are you older than: (Check One) 14 15 16 18 19 21

I am legally eligible for employment in the U.S.? YES NO

I am seeking a permanent position: YES NO

I will be able to report to work _____ days after being notified I am hired.

If necessary for the job, I am able to:

Work overtime? YES NO

Provide a valid driver's license? YES NO

Type: _____

Endorsement (s): Hazardous Material Passengers Tankers

Tank with Hazardous Materials School Bus Double/Triple Trailers

Work the following shifts: Any Day Night Swing

(check all that apply): Rotating Split Graveyard Other: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Duties & Skills: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Duties & Skills: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Duties & Skills: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Summarize other employment related to this job:

EDUCATION

High School: _____ Field of Study: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Field of Study: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Field of Study: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

MILITARY

Are you a veteran? YES NO

Duty/Specialized Training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment that you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: _____ per minute

REFERENCES

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

Full Name: _____ Years Known: _____

Occupation: _____ Phone: _____

Address: _____

Full Name: _____ Years Known: _____

Occupation: _____ Phone: _____

Address: _____

CONTACT

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

Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and /or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature: _____ 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 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.