

Employment Application

Date: \_\_\_\_\_

**PERSONAL DATA**

LAST NAME FIRST NAME MIDDLE INITIAL

CURRENT ADDRESS Number Street City State Zip

HOME PHONE NUMBER CELL PHONE NUMBER EMAIL ADDRESS

Are you legally eligible to work in the United States? YES/NO

Position applying for: \_\_\_\_\_

Desired salary: \_\_\_\_\_

**TYPE OF EMPLOYEMENT**

**HOURS AND DAYS AVAILABLE TO WORK**

\_\_\_\_\_ FULL TIME MONDAY \_\_\_\_\_ THURSDAY \_\_\_\_\_  
\_\_\_\_\_ PART TIME TUESDAY \_\_\_\_\_ FRIDAY \_\_\_\_\_  
\_\_\_\_\_ FULL TIME OR PART TIME WEDNESDAY \_\_\_\_\_ SATURDAY \_\_\_\_\_

**EDUCATION**

Please complete all sections that apply

	Name of School	Location	Name of Program	Diploma?
HIGH SCHOOL				Y/N

Work related skills and Experience: \_\_\_\_\_

	Name of School	Location	Name of Program	Diploma/License?
Business or Trade School				Y/N

Work related skills and Experience: \_\_\_\_\_

Community College	Name of School	Location	Name of Program	Degree?
				Y/N

Work related skills and Experience: \_\_\_\_\_  
 \_\_\_\_\_

University	Name of School	Location	Name of Program	Degree?
				Y/N

Work related skills and Experience: \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list your jobs in reverse chronological order (most recent job first)

<b>Name of Employer:</b>	<b>Job Title:</b>	
<b>Address:</b>	<b>Period of Employment</b>	<b>Hourly Wage/Salary</b>
	From:	
	To:	
	<b>Name of Supervisor</b>	<b>Phone number</b>

**Reason for leaving:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Employer:

Job Title:

Address:

Period of Employment

Hourly Wage/Salary

From:

To:

Name of Supervisor

Phone number

Reason for leaving:

Responsibilities:

Name of Employer:

Job Title:

Address:

Period of Employment

Hourly Wage/Salary

From:

To:

Name of Supervisor

Phone number

Reason for leaving:

Responsibilities:

**BACKGROUND CHECK**

Have you ever been convicted of a misdemeanor or felony? YES/NO (circle one)

If 'YES', Please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When you sign this application, your signature will give JC Smith LLC permission to perform a background check on your criminal history. Given the litigation climate and potential employer liability for workers' actions, JC Smith must review criminal records with consideration of whether the record is job-related. The background check use constitutes a business necessity. It is a discriminatory disparate impact on groups protected under Title VII of the Civil Rights Act.

**REFERENCES**

For employment references, may we contact:

Your current/most recent employer? Y/N  
Your previous employers? Y/N

**Please list references on a separate sheet if different from above.**

I understand that a false statement may disqualify me from employment or be grounds for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date