



## Employment Application

**\*\*Your hours of employment would fall from 6:00 am - 6:30 pm depending on the position you are applying for\*\***

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

Name: \_\_\_\_\_  
FIRST M LAST

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Currently Employed: Yes / No If Yes, where? \_\_\_\_\_ How long? \_\_\_\_\_

How many hours per week are you looking for? \_\_\_\_\_ Do you prefer **Part time** or **Full time** (circle one)

**Availability:** Evenings Yes / No | Weekends Yes / No

Have you ever been discharged from a job? Yes / No If yes, where? \_\_\_\_\_

Do you have: Computer training? Yes / No Office training (scheduling, typing, phones)? Yes / No

### **Work experience** (most recent first):

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

### **References** (please indicate personal or professional):

Name: \_\_\_\_\_ Personal / Professional Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Personal / Professional Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Personal / Professional Phone: \_\_\_\_\_

**Please attach a resume if one is available**