



## Job Application Form

### PERSONAL INFORMATION:

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_\_ No \_\_\_\_

If you are under age 18, do you have an employment/age certificates?

Yes \_\_\_\_ No \_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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Have you ever been discharged, rejected during probation, or resigned under pressure or unfavorable circumstances within the past ten years?

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain:

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**POSITION/AVAILABILITY:** Position Applied For:

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Days/Hours Available:

Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_ Saturday \_\_\_\_

Sunday \_\_\_\_

Hours Available: from \_\_\_\_\_ to \_\_\_\_\_ What date are you available to start work?

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**EDUCATION:** Name and Address of School - Degree/Diploma - Graduation Date

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**Skills and Qualifications:** Licenses, Skills, Training, Awards

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**EMPLOYMENT HISTORY:**

Present or Last Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Salary: \_\_\_\_\_

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

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Reason for Leaving: \_\_\_\_\_

Previous Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Salary: \_\_\_\_\_

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

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact Your Present Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Please list Name, Title, Company, Phone, and Email for each reference below:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

STEAC is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.