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 Austin, TX 78750
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Employment Application

Employment Desired

Position Applied for: _____

Full Time Part Time Temporary On-Call/Per-Diem

Shift Desired: 1st Shift 2nd Shift Open

If hired, on what date can you start work / Date Available: _____ Desired Salary: \$ _____

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Are you 18 years of age or older? YES NO If no, can you provide a valid work permit? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Are you able to perform the essential functions of the job for which you are applying? YES NO

If no, explain: _____

Do you have any friends/relatives working at this company? YES NO If yes, list name(s): _____

How did you hear about this position? _____

Do you currently hold a valid professional license or certification? YES NO

If yes, note type(s): _____ State: _____ Number: _____ Expiration Date: _____

Are you currently attending school? YES NO If yes, where: _____

What subject(s) of special study or research work are you, or have you pursued? _____

Previous Employment

Please list all employment for the last ten years. Begin with your most recent employment. Please complete even if you have a resume. Attach additional sheets if necessary. Please account for any gaps in 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

Comments: Include explanation of any gaps in employment.

References
Please list three professional references who are not related to you. These references should be in addition to those listed on this application. *If not applicable, list three personal references that are not related to you.*

Full Name: _____ Relationship: _____
Company: _____ Years Known: _____
Address: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Years Known: _____
Address: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Years Known: _____
Address: _____ Phone: _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Diploma: _____

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

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

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

If you are hired, you will be required to produce original or certified documents establishing your identity and employment eligibility on your date of hire and a valid social security number for reporting the wages that you earn. Can you, after employment, provide verification of your legal right to work in the United States and a valid social security number?

YES NO

Have you ever been convicted of a criminal offense by any court?

YES NO

If you have been convicted of a criminal offense, please state the nature of the crime(s), when and where convicted, and disposition of the case.

Note: A conviction will not necessarily disqualify you from consideration for employment. The nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for may be considered.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____