

## Employment Application

### Applicant Information

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Last First M.I.

**Address:** \_\_\_\_\_  
Street Address Apartment/Unit #

**OH**

City State ZIP Code

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

**Date Available:** \_\_\_\_\_ **Social Security No.:** \_\_\_\_\_ **Desired Salary:** \_\_\_\_\_

**Position Applied for:** \_\_\_\_\_

<p>Are you a citizen of the United States?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Have you ever worked for this company?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Have you ever been convicted of a felony?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, explain: _____</p>	<p>If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, when? _____</p>
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### Education

**High School:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Did you graduate?**  YES  NO **Diploma:** \_\_\_\_\_

**College:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Current G.P.A.:** \_\_\_\_\_

**Major:** \_\_\_\_\_

### References

*Please list three professional references.*

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Previous Employment**

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_

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

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_  
**May we contact your previous supervisor for a reference?**      **YES**      **NO**  
         

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_

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

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_  
**May we contact your previous supervisor for a reference?**      **YES**      **NO**  
         

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

**Military Service**

**Branch:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Rank at Discharge:** \_\_\_\_\_ **Type of Discharge:** \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

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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.*

*I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.*

*I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.*

*I also understand Ohio is an at will state and*

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