

## *Employment Application*

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

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

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

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

Home Phone No: (     ) \_\_\_\_\_ Alternate Phone No: (     ) \_\_\_\_\_

**EMPLOYMENT INFORMATION**

If hired, can you submit verification of your legal right to work in the United States?  YES  NO Initial \_\_\_\_\_

Position Desired \_\_\_\_\_ Salary Expectation \_\_\_\_\_

Date you can start \_\_\_\_\_ Do you desire: Full Time  Part Time

Nights: Yes  No

Holidays: Yes  No  Days: Yes  No

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? *Please answer this only after reviewing the position's job description.* Yes  No

**EMPLOYMENT EXPERIENCE**

**List names and addresses where you were employed during the last 5 years. Please begin with the most current.**  
**\*\*You must include the complete address including street, city, state, zip code and phone number\*\***

1. Employer		Dates Employed		Work Performed
Address		From	To	
Telephone number(s)		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving		What did you like the most?		
		What did you like the least?		
2. Employer		Dates Employed		Work Performed
Address		From	To	
Telephone number(s)		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving		What did you like the most?		
		What did you like the least?		

<b>3. Employer</b>		Dates Employed		Work Performed
Address		From	To	
Telephone number(s)		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving		What did you like the most?		
		What did you like the least?		

<b>4. Employer</b>		Dates Employed		Work Performed
Address		From	To	
Telephone number(s)		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving		What did you like the most?		
		What did you like the least?		

<b>EDUCATION</b>
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Type of School Attended	School name and location	Did you graduate YES/ NO	Grade point average	Diploma/ Degree	Major Course of Study
High School: Circle highest grade completed 9    10    11    12					
Technical or Vocational					
College or University					
Graduate School					
Professional Seminars, or Additional Training					

<b>SPECIAL SKILLS AND QUALIFICATIONS</b>
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\* **Please note that previous employer information provided may be used and the applicant's prior employers may be contacted to investigate the applicant's background.**

Have you ever been convicted of any felonies?    Yes  No  If yes, please be prepared to explain.

**(Conviction of a felony will not automatically disqualify you from employment.)**

"This certifies that the application was completed by me, and that all entries on it and information contained in it are true and complete to the best of my knowledge. I understand that if I am employed, false statements may result in dismissal. I authorize Rassbach Communications to make an investigation of any of the facts set forth in this application."

All offers of employment are conditional upon satisfactory reference checks. Applicants for driving will be subject to a DOT background check and physical.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date