

APPLICATION FOR EMPLOYMENT

[Company Name] is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

1. POSITION APPLIED FOR

Position: _____

Type: Full-Time Part-Time Temporary Internship

Date available to start: _____ Desired salary: \$ _____

How did you learn about this position?

2. PERSONAL INFORMATION

Legal Name: _____

Current Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

3. LEGAL ELIGIBILITY

Are you legally authorized to work in the United States? Yes No

(If hired, you will be required to provide documentation acceptable under U.S. Form I-9.)

Are you at least 18 years of age? Yes No

(If under 18, additional documentation may be required.)

4. EDUCATION

High School / GED:

Name: _____

City/State: _____ Graduated? Yes No

College / University:

Name: _____

Degree: _____ Field of Study: _____

Graduated? Yes No

Graduate / Professional School:

Name: _____

Degree: _____ Field of Study: _____

Other Training / Certifications:

5. EMPLOYMENT HISTORY

Begin with most recent. Include current employer.

Most Recent Employer:

Company: _____

Address: _____

Position: _____

Supervisor: _____ Phone: _____

Dates: From _____ To _____

Reason for leaving: _____

May we contact this employer? ___ Yes ___ No

Previous Employer:

Company: _____

Address: _____

Position: _____

Supervisor: _____ Phone: _____

Dates: From _____ To _____

Reason for leaving: _____

Earlier Employer:

Company: _____

Position: _____

Dates: From _____ To _____

Reason for leaving: _____

6. SKILLS, LICENSES, AND CERTIFICATIONS

Relevant licenses (driver's license, professional licenses, certifications):

Languages: _____

Technical skills / software:

7. ABILITY TO PERFORM ESSENTIAL FUNCTIONS

Can you perform the essential functions of the position you are applying for, with or without reasonable accommodation? ___ Yes ___ No

8. PROFESSIONAL REFERENCES

Reference 1: _____ Relationship: _____ Phone: _____

Reference 2: _____ Relationship: _____ Phone:

Reference 3: _____ Relationship: _____ Phone:

9. APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may be grounds for rejection of this application or termination of employment if discovered after hire.

I authorize [Company Name] to investigate the statements contained in this application and to contact prior employers, references, educational institutions, and other entities as necessary to verify the information provided.

I understand that if hired, my employment will be at-will and may be terminated by either party at any time, with or without cause, with or without notice (except where state law provides otherwise).

Applicant Signature: _____ Date: _____

Printed Name: _____

DISCLAIMER: This template is provided for informational purposes only and does not constitute legal advice. Employment law is highly jurisdiction-specific. Application content should be reviewed by employment counsel before use, particularly in California, New York, and other states with detailed application requirements.