

Application for Employment

Your Name: _____ Date: _____

Address: _____

Preferred Telephone Number: _____ Mobile Landline

Are you 18 years of age or older? Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Have you ever worked or attended school under another name? If so, under what name?

Position for Which You Are Applying

Position: _____ Start date available: _____

Wage rate desired: \$ _____ Hourly Monthly Annually

Do you prefer: Full-time Part-time If part-time, hours per week desired: _____

Hours you are available to work: _____

Days of week you are available to work: _____

Are you able to work: Weekends
 Holidays
 Nights
 Overtime

Have you previously worked for Campbell-Stone? Yes No

Dates of employment with Campbell-Stone: from _____ to _____

Reason(s) for leaving: _____

Former supervisor(s) at Campbell-Stone: _____

How did you learn about this opening? _____

Education

High School (if GED, list under Other Education):	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		

Skills

Are you experienced in using personal computers? Yes No PC Mac
 What is your proficiency level with computers? Beginner Moderate Advanced
 Are you proficient with these programs? Microsoft Word Excel PowerPoint
 Publisher TEAMS SharePoint Dropbox Outlook
 What other programs have you used proficiently?

Please list technical, trade and other skills relevant to the position for which you are applying. Indicate your level of proficiency (beginner, moderate, advanced).

_____ Beginner Moderate Advanced
 _____ Beginner Moderate Advanced
 _____ Beginner Moderate Advanced
 _____ Beginner Moderate Advanced

What other information would you like to share about you that makes you an ideal candidate for the position for which you are applying? _____

Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.			
Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Final Compensation:			

Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Final Compensation:			

Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Final Compensation:			

References

List three persons who know you and/or your work.

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information, and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Your Signature

Date

Your Name (Print)

EMPLOYER NOTES:

If you are considering obtaining applicant or employee background checks through a third-party provider, it is vitally important that you comply with the federal Fair Credit Reporting Act (FCRA). Background checks typically include a variety of information from various sources, including credit reports. The FCRA imposes several requirements on employers who obtain and utilize background checks, including a number of **very specific notice and disclosure requirements, which are not reflected in this sample employment application.**

Please note that your state may also have very specific requirements for conducting background checks. Some states limit or restrict the use of information gained through background checks, including arrest and conviction records as well as credit reports. Employers are strongly advised to consult a knowledgeable employment law attorney before conducting any type of background checks on applicants or current employees.