

## Employment Application

### **Contracted Employee Information Sheet**

Please fill out this employee information sheet it will provide much needed data for our Human Resources Dept.

Name \_\_\_\_\_ Social Sec. # \_\_\_\_\_  
Last First M.I.

Present Address \_\_\_\_\_ Phone \_\_\_\_\_  
City State Zip

Previous Address \_\_\_\_\_ Phone \_\_\_\_\_  
City State Zip

How long at present address? \_\_\_\_\_ How long at previous address? \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary

Date available to start: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Pay period twice a month: 15<sup>th</sup> \$ \_\_\_\_\_ 30<sup>th</sup> \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **In the Event of an Emergency Please Notify:**

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone (day) \_\_\_\_\_ Phone (night) \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone (day) \_\_\_\_\_ Phone (night) \_\_\_\_\_

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### **Personal Information:**

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex Male \_\_\_\_\_ Female \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please tell us when \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If anyone you know recommended you to us, please tell us who \_\_\_\_\_

Do you have any special certifications or clearances? (Security clearance, bonded, etc.) \_\_\_\_\_

Have you ever been convicted of a crime in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Are you legally eligible for employment in this country? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under 18, do you have a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

\* **1099 will be given at the end of year, not a w-2.**

I have filled out this application to the best of my knowledge: If for any reason information has been falsified, you can terminate without compensation or any questions ask.

Signed \_\_\_\_\_ Date \_\_\_\_\_