

# APPLICATION FOR EMPLOYMENT



Instructions: Print clearly

PHONE # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS (Number and Street) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

## POSITION DESIRED?

Full-time    Part-time    Temporary   Preferred Number of Hours per week \_\_\_\_\_

If you are a minor under age 18, do you have a certificate of age or employment?    Yes    No

## EDUCATION

### High School

NAME AND ADDRESS OF SCHOOL \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

### College

NAME AND ADDRESS OF SCHOOL \_\_\_\_\_

MAJOR \_\_\_\_\_ Degree/Diploma/Years Attended \_\_\_\_\_

### Trade, Business, Other School

NAME AND ADDRESS OF SCHOOL \_\_\_\_\_

MAJOR \_\_\_\_\_ Degree/Diploma/Years Attended \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS:** List job-related skills, training, licenses...

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**EMPLOYMENT HISTORY:** (START WITH CURRENT OR LAST POSITION)

**Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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**Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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**Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

MAY WE CONTACT YOUR CURRENT EMPLOYER?  Yes  No

**REFERENCES:**

1. Name/Title \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Occupation \_\_\_\_\_

2. Name/Title \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Occupation \_\_\_\_\_

3. Name/Title \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Occupation \_\_\_\_\_

**Please use the space below to note why you would like to be employed with the Top Notch team.**


I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_