

Sample Employment Application Form

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

Milestone
Consulting Inc.

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE 2-21-2013

Name Lee Dustin James

Present address 14731 E 101st N Owasso, Ok, 74055

How long 19 years Social Security No. 123 - 45 - 6789

Telephone (918) 808-1898

If under 18, please list age _____

Position applied for (1) Human Resources Recruiter
and salary desired (2) \$45.000 a year
(Be specific)

Days/hours available to work

No Pref X Thur _____
Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? 35-40 Can you work nights? Yes

Employment desired X FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? ASAP

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	Owasso High School		4 years	
College	Rogers State Univ.		4 years	Corp. Comm/Bachelors
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? X No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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DO YOU HAVE A DRIVER'S LICENSE? ☒ Yes ☐ No

What is your means of transportation to work? I have my own car.

Driver's license
number NO1869654 State of issue OK ☒ Operator ☐ Commercial (CDL) ☐ Chauffeur
Expiration date 7-31-2013

Have you had any accidents during the past three years? How many? None

Have you had any moving violations during the past three years? How Many? None

OFFICE ONLY

Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	10-key	<input type="checkbox"/> Yes <input type="checkbox"/> No	Word Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM
Personal Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PC <input type="checkbox"/> Mac	Other Skills	_____			

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☒ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ Yes ☒ No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer McAllisters Deli
Address 8529 N 129 E
City, State, Zip Code Owasso, Ok, 74055
Phone number 918-376-9000

Name of last
supervisor

Employment dates

Pay or salary

Chris West

From 9-25-2012
To Current

Start \$7.25
Final \$7.25

Your last job title currently employed

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

My jobs included working cash and side service. The most important thing about the job was to keep a positive attitude and help out customers any way I could.

Name of employer Showplex Cinemas
Address 12601 E 86 N
City, State, Zip Code Owasso, Ok, 74055
Phone number 918-376-9191

Name of last
supervisor

Employment dates

Pay or salary

Julie Buck

From 10-22-2010
To 9-25-2012

Start \$7.25
Final \$7.25

Your Last Job Title

Reason for leaving (be specific) Not enough hours.

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Senior Projectionist. I was responsible for the maintenance of the film and digital projectors as well as responsible for the updating of new movies and other promotional content. Required dedication and commitment as I was responsible for repairing the machines regardless of who made the mistake.

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Work experience Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____