



Employment Application

Date: _____

To help us learn about your experience, abilities and talents, please complete the following application as thoroughly as possible. The information you provide will be considered highly confidential.

Please type or use a black pen.

Full Time Part Time Summer Temporary

Position Applying For

Type of Employment Desired

How did you hear about this position?

Last Name

Middle

First

Street Address

City

State

Zip Code

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Home Telephone Number

Work/Other Telephone Number

Contact if you cannot be reached

Street Address

City

State

Zip Code

()

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Home Telephone Number

Work/Other Telephone Number

List other names you have been known by (i.e. maiden name, other) and dates you were known by them

Valid Driver's License Number

Yes No – Give immigration status:

Are you a U.S. Citizen?

Yes No

Have you ever been convicted of (or pleaded guilty or nolo contendere to) any moving vehicle violation (i.e. DWI, speeding, etc.)?

Yes No

Have you ever been convicted of (or pleaded guilty or nolo contendere to) any violation of federal, state, local or military law?

(Include all convictions and pleas even if they were by a fine.)

Residences

Starting with your current address, list all or your residences in the past five years.

Address	City	State	Zip Code	Date (From/To)
Address	City	State	Zip Code	Date (From/To)
Address	City	State	Zip Code	Date (From/To)
Address	City	State	Zip Code	Date (From/To)
Address	City	State	Zip Code	Date (From/To)

Education and Training

Complete all items below

High School	Address	City	State	Zip Code
Dates Attended (From/To)				Degree Date Received
Voc. & Tech School	Address	City	State	Zip Code
Dates Attended (From/To)				Degree Date Received
College/University	Address	City	State	Zip Code
Dates Attended (From/To)				Degree Date Received
College/University	Address	City	State	Zip Code
Dates Attended (From/To)				Degree Date Received
College/University	Address	City	State	Zip Code
Dates Attended (From/To)				Degree Date Received
Other	Address	City	State	Zip Code
Dates Attended (From/To)				Degree Date Received

Full name as listed on school records

List office machines you can operate

List PCs and software applications you are skilled in using

List academic honors, scholarships or fellowships and memberships in academic honor societies or participation in extracurricular activities you consider significant

List special licenses or certificates you hold and consider significant

List professional organizations, clubs, and community activities of which you are member/participant and consider significant

Employment Experience

Beginning with your most current position, please provide all information requested below. If there are time gaps between employment fill in space with "unemployed" and provide begin-end dates.

Company Name	Address	City	State	Zip Code
Dates Employed (From/To : Month/Year)	Rate of Pay		Reason(s) for leaving	
Position	Duties			
Company Name	Address	City	State	Zip Code
Dates Employed (From/To : Month/Year)	Rate of Pay		Reason(s) for leaving	
Position	Duties			
Company Name	Address	City	State	Zip Code
Dates Employed (From/To : Month/Year)	Rate of Pay		Reason(s) for leaving	
Position	Duties			

Company Name	Address	City	State	Zip Code
Dates Employed (From/To : Month/Year)	Rate of Pay	Reason(s) for leaving		
Position	Duties			

Company Name	Address	City	State	Zip Code
Dates Employed (From/To : Month/Year)	Rate of Pay	Reason(s) for leaving		
Position	Duties			

Personal References

Please provide at least three personal references (exclude relatives) in the space provided below who have known you for the past five years and can be easily contacted.

		()	
Name	Phone Number		
Street Address	City	State	Zip Code
		()	
Name	Phone Number		
Street Address	City	State	Zip Code
		()	
Name	Phone Number		
Street Address	City	State	Zip Code

- The information I have provided on this application is accurate to the best of my knowledge and subject to validation by Fred Smith Company.
- I understand that any material misrepresentation or deliberate omission of fact in any application may be justification for refusal or, if employed, termination from Fred Smith Company.
- I authorize my previous employers, personal references and other persons indicated on this application to provide information upon request by Fred Smith Company.
- A routine inquiry may be made during the processing of this application, which will provide applicable information concerning character, general reputation and motor vehicle operating record.
- I understand that, if employed, the employment relationship will be voluntary and not for a specified term. I further understand that the employment relationship may be terminated at any time for any reason by me or Fred Smith Company.

Applicant's Signature

Date