

Employment Application



230 W. Lakelawn Place, Madison, WI, 53703 Phone: 608-251-0911 Fax: 608-251-6611

Your Contact Information

First Name

Last Name

Present Address

City, State

Zip

Main Phone

Alternate Phone

Email Address

Desired Employment

Which position are you applying for?

What date can you start?

Desired Hourly Pay

Are you employed now? Yes

No

If so, may we inquire this Yes

employer? No

Have you ever applied with No

us before? Yes / When?

Have you ever worked for us before?

No
Yes / When?

How many hours are you seeking per week?

Education

High School

Name and Location

Number of Years

Graduate? Yes
 No

Subjects Studied

College

Name and Location

Number of Years

Graduate? Yes
 No

Subjects Studied

Trade, Business or Correspondence School

Name and Location

Number of Years

Graduate? Yes
 No

Subjects Studied

Former Employers

List below last three employers, starting with the most recent one

Name of Present or Last Employer

City/State

Starting Date

Leaving Date

Job Title

Starting Salary

Final Salary

May we contact your supervisor? Yes
No

Name of Supervisor

Supervisor Title

Phone

Description of work performed

Reason for leaving

Name of Present or Last Employer

City/State

Starting Date

Leaving Date

Job Title

Starting Salary

Final Salary

May we contact your supervisor? Yes
No

Name of Supervisor

Supervisor Title

Phone

Description of work
performed

Reason for leaving

Name of Present or Last
Employer

City/State

Starting Date

Leaving Date

Job Title

Starting Salary

Final Salary

May we contact your supervisor? Yes
No

Name of Supervisor

Supervisor Title

Phone

Description of work
performed

Reason for leaving

References

List three persons you are not related to and have known at least one year

First Name

Last Name

Email Address

Phone

Business

Years Known

First Name

Last Name

Email Address

Phone

Business

Years Known

First Name

Last Name

Email Address

Phone

Business

Years Known

Service Record

Branch of Service

Discharge Date/Rank

Have you been convicted of a felony within the last 5 years?

Yes
No

If yes, explain (Will not necessarily exclude you from consideration)

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal and otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Date

Signature/Type your name

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