



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Are you physically able to perform essential job functions? Yes  No

Are you 18 years of age or older? Yes  No  Do you have a valid MO driver's license? Yes  No  Class: \_\_\_\_\_

Are you a citizen of the United States? Yes  No  If No, are you authorized to work in the U.S.? Yes  No

Have you ever worked for this company? Yes  No  If yes, when? \_\_\_\_\_

Do you have relatives who work(ed) here? Yes  No  If yes, who? \_\_\_\_\_

Did anyone refer you to this position? Yes  No  If yes, by who? \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If yes, explain \_\_\_\_\_

Have you ever been discharged from a job? Yes  No  If yes, explain? \_\_\_\_\_

Which of the computer programs are you proficient in? **Word** Yes  No  **Excel** Yes  No  **Outlook** Yes  No

Accounting Programs: **Sage** Yes  No  **QuickBooks** Yes  No  **Other:** \_\_\_\_\_

Do you possess industrial trade skills such as: **Welding** Yes  No  **Diesel Mechanic** Yes  No  **Heating/AC** Yes  No

**Machinist** Yes  No  **Heavy Equipment Operator** Yes  No  **Other:** \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

Special Training: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

**Previous Employment (start with most recent)**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving? \_\_\_\_\_  
May we contact your previous supervisor for reference Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving? \_\_\_\_\_  
May we contact your previous supervisor for reference Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving? \_\_\_\_\_  
May we contact your previous supervisor for reference Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving? \_\_\_\_\_  
May we contact your previous supervisor for reference Yes  No

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_  
Duties/Skills: \_\_\_\_\_ Current member of reserve duty military group? Yes  No

**Disclaimer & Signature**

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize the Company to make any investigations of my prior educational and employment history. I understand that if I am employed by the Company, my employment is "at will", and that the Company, without prior notice, may terminate me at any time for any reason. This understanding cannot be changed except in writing by an authorized Company official.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_