



Employment Application

Applicant Information

Full Name: _____ Date of Birth: _____
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: _____