

Employment Application



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EMPLOYEE INFORMATION

Name: _____

First

Last

Middle initial

Telephone: _____ Email: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

I am legally eligible for employment in the U.S.? Yes No

I am seeking a permanent position: Yes No

If necessary for the job, I am able to work overtime? Yes No

Work the following shifts: (check all that apply)

Any Day Night Swing Rotating

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name	Position title/duties, skills:	Start date:	End date:
		Reasoning for leaving:	
Pay:\$ _____			
Per: _____	Supervisor: _____ Telephone: _____		
Employer name	Position title/duties, skills:	Start date:	End date:
		Reasoning for leaving:	
Pay:\$ _____			
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Pay:\$ _____			
Per: _____	Supervisor: _____ Telephone: _____		

Summarize other employment related to this job:

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/University				
Business/technical				
Additional				

MILITARY

Are you a veteran: Yes No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Telephone	Occupation	Years known
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Name	Telephone	Occupation	Years known
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INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Developed at employer request by the Wisconsin Department of Labor & Workforce Development, Employment Security Division.