



## EMPLOYEE EMPLOYMENT APPLICATION

### APPLICANT INFORMATION

DATE: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_ D.O.B. \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ SS#: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

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 so, when? \_\_\_\_\_

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

### EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No Degree: \_\_\_\_\_

### REFERENCES (Please list three professional references.)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
May we contact your previous employer for a reference: \_\_\_\_\_ Yes \_\_\_\_\_ No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
May we contact your previous employer for a reference: \_\_\_\_\_ Yes \_\_\_\_\_ No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
May we contact your previous employer for a reference: \_\_\_\_\_ Yes \_\_\_\_\_ No

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
By signing this application I am consenting to a background check.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination. Also, if I am hired I understand that I will have to submit to a drug test before beginning employment with the Warren County Sheltered Workshop, Inc.

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EQUAL OPPORTUNITY**

The Warren County Sheltered Workshop, Inc. is an equal opportunity employer. Your employment will not be discriminated against due to race, gender, age, or religion. Your employment and evaluations will be based on work performance and attendance.