



Employment Application

Applicant Information

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

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ \*Student ID No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

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? \_\_\_\_\_

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 supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:	Phone: ( )	
Address:	Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:	Phone: ( )	
Address:	Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Military Service**

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, explain:		

**Disclaimer and 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.*

Signature:	Date:
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Activity: Reading for information

Hi! My name is Luisa L. Torres. I live at 452 Main St., Apt. 7, in Kent, WA 98512. My phone number is 253-777-8636. My email is: luluT@gmail.com. I want to apply for a secretary job. I have my social security card and green card so I am authorized to work in this country. I haven't worked for this company before. I have only lived here for 4 years, so I am not a citizen yet, but someday I hope to be. I have never been arrested by the police. Right now I'm studying English at Green River Community College, my student ID is 840-00-0001. My class is in the morning so I can only work in the afternoon or evening. I can also work on the weekends.

I started high school in my country in 1985. I studied English in High School for four years. My high school was called Community School Four; it was in Monterrey, Mexico. I finished in 1989 and have a high school diploma. I didn't go to college.

I am a good student. I go to class everyday. I do my homework. I speak English in class. I work hard to learn English quickly. Julie said she would be happy to be a reference for me when I apply for a job. My teacher is Julie Barclay. She works at Green River Community College, the school address is 12401 SE 320<sup>th</sup> St. Auburn, WA 98031. Her phone number is 253-833-9111 x4575.

When I came to America three years ago, I had a newspaper delivery job. I worked for the Seattle Times. My supervisor was Jim Nelson. I was paid \$5.50/hr. I delivered newspapers in the morning 7 days a week. I worked for them for 2 years, from 2001 - 2003. I stopped working for the Seattle Times because I wanted to go to school and learn English.