



# Employment Application (Confidential)

\* indicates required information. Incomplete information on this form is required upon employment.

\* Name \_\_\_\_\_

Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ Zip \_\_\_\_\_

\* Telephone Number \_\_\_\_\_

\* E-mail address \_\_\_\_\_

\* Position(s) interested in \_\_\_\_\_

\* Area or State where you are available for work \_\_\_\_\_

\* When are you available to work? \_\_\_\_\_

\* Have you filed an application here before ? Yes \_\_\_ No \_\_\_

\* Have you ever been employed here before? Yes \_\_\_ No \_\_\_

\* Are you employed now? Yes \_\_\_ No \_\_\_

\* May we contact your present employer? Yes \_\_\_ No \_\_\_

\* Are you on a lay-off and subject to recall? Yes \_\_\_ No \_\_\_

\* Are you available to work : Full Time \_\_\_ Part Time \_\_\_ Shift Work \_\_\_ Temporary \_\_\_

\* Can you travel if the job requires it? Yes \_\_\_ No \_\_\_

\* Are you under 18 years of age? (If so, you are not eligible for employment with Waco.) Yes \_\_\_ No \_\_\_

\* Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (proof of citizenship or immigration status will be required upon employment). Yes \_\_\_ No \_\_\_

\* Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify applicant from employment) Yes \_\_\_ No \_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Are you a veteran of the US Military Service? Yes \_\_\_ No \_\_\_ Branch \_\_\_\_\_

## Education

School Name	Years Completed (circle)	Diploma/Degree	Course of Study
Elementary	4 5 6 7 8		
High	9 10 11 12		
College/University	1 2 3 4		
Graduate/Professional	1 2 3 4		
Specialized Training, Apprenticeship, Skills & Extra-Curricular Activities			
Honors Received:			
List Professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex or national origin)			

List any special skills and qualifications you believe you have:

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**Experience and Prior Work History:** (List most recent first)

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates Employed, From \_\_\_\_\_ to \_\_\_\_\_  
Rate of Pay/Salary – Starting \_\_\_\_\_ Final \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates Employed, From \_\_\_\_\_ to \_\_\_\_\_  
Rate of Pay/Salary – Starting \_\_\_\_\_ Final \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates Employed, From \_\_\_\_\_ to \_\_\_\_\_  
Rate of Pay/Salary – Starting \_\_\_\_\_ Final \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates Employed, From \_\_\_\_\_ to \_\_\_\_\_  
Rate of Pay/Salary – Starting \_\_\_\_\_ Final \_\_\_\_\_

**References:**

Please list the names, addresses, and telephone numbers of three references who are not related to you and are not previous employers:

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## **Applicant's Statement**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand that if I am employed, I am required to abide by all rules and regulations of the company.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date