

## OEII Employment Application

### (a) Applicant Information

Full Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Date Available: \_\_\_\_\_ Social Security No.: XXX - XX - \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Desired: \_\_\_\_\_

Are you able to work:  Full Time  Part Time  Shift Work

How did you hear about us?  Advertisement  Word of Mouth  Employment Agency  Other

Are you a citizen of the United States? Yes  No  If no, are you authorized to work in the U.S.? Yes  No

Are you at least 18 years of age? Yes  No  If not, do you possess a valid work permit? Yes  No

### (b) Education and Training

High School: \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

College: \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

### (c) Employment Questions

Have you ever been convicted of a crime other than a traffic violation? (Note: A conviction is not an automatic bar to employment. Each case will be considered on its own merits.) Yes  No

If yes, please explain and state charge, court date and disposition of case: \_\_\_\_\_

Have you completed a job application with us before? YES  NO

Have you ever been employed by us before? YES  NO

Do you have any friends or relatives employed here? YES  NO

Can you work overtime when necessary? YES  NO

Do you have reliable transportation? YES  NO

Can you travel if the job requires it? YES  NO

Would you be willing to relocate? YES  NO

## (a) Previous Employment

Starting with your most recent experience and working backwards, list all work experience for at least the past 5 years and any prior experience relevant to this job. Experience may be paid, unpaid, full time, part time, or military. If more space is needed, attach additional pages. A resume may be attached but will not be accepted in lieu of this section.

Company: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes  No

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## (b) References

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## (c) Disclaimer and Signature

*I certify that I, the undersigned applicant, or an agent representing me in my presence, have personally completed this application. I further certify that all information given by me in this application is true, complete, correct, and current.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_