



# 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 \_\_\_\_\_

Highest level of education attained:

Course of study (for college/graduate work)

List professional, trade, business or civic activities and offices held:

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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