

EMPLOYMENT APPLICATION

Employer Name: _____ Date: _____ Job Order # _____

Name _____ Position applied for: _____

Address: _____

Street or Box # _____ City _____ State _____ Zip Code _____
Phone: Home _____ Message _____ If necessary are you: Over 18 Over 21

Social Security Number (Optional) _____ Email Address: _____

Education: (Highest grade completed) _____ EDUCATION or TRAINING (College Degrees, Vocational or Military Certifications, etc.) _____

SPECIAL SKILLS: _____

Are you a U.S. Citizen or currently authorized to work in the United States on a full-time basis? Yes No

Have you served in the U.S. Armed Forces? Yes No Active Duty Dates: ___ / ___ / ___ to ___ / ___ / ___

If needed, do you have: Valid Driver's License CDL Endorsements _____ Tools

Have you ever been convicted of a felony? Yes No Date available for work: _____

WORK HISTORY: Describe your longest and most important jobs within the last 10 years, beginning with the most recent.

A) Name of Employer: _____ City /State: _____

Job Title: _____ Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___ Ending Wage: _____

Job Duties / Responsibilities: _____

B) Name of Employer: _____ City /State: _____

Job Title: _____ Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___ Ending Wage: _____

Job Duties / Responsibilities: _____

C) Name of Employer: _____ City /State: _____

Job Title: _____ Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___ Ending Wage: _____

Job Duties / Responsibilities: _____

Summary of other work experiences not listed above: _____

REFERENCES:

NAME ADDRESS CITY/STATE/ZIP PHONE



I signify that the above information is true and correct to the best of my knowledge.

Signed _____ Date ___ / ___ / ___

Application provided for local employers by the South Dakota Career Center System

