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# Heritage High School Sample Employment Application

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| Applicant Information |
| Last Name |    | First |       | M.I.       | Date |       |
| Street Address |       | Apartment/Unit # |       |
| City |       | State |       | ZIP |       |
| Phone |       | E-mail Address |       |
| Date Available |       | Student ID # |       | 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 so, 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 |       | To |       |
| 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 |       |

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| Previous Employment / Community Service  |
| 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 ☐ | NO ☐ |  |
| 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 ☐ | NO ☐ |  |
| 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 ☐ | NO ☐  |  |
|  |
| 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 |       |