



Employment Application

Dean Arbour Alpena

Please answer all questions in your handwriting & completely to the best of your ability. This application was designed to use with several type of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

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 been involuntarily terminated or requested to resign?	YES ☐	NO ☐	If yes, explain?	_____	
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain?	_____	
Does your current employer know of your plans to change?	YES ☐	NO ☐	Why the change?	_____	
Do you have a valid driver's license?	YES ☐	NO ☐			

Employment Interests

Position Applied For _____
Date Available: _____ Social Security No.: _____ - _____ Desired Salary: \$ _____
Days and Hours available for Work: _____
Type of Employment Desired: Part Time ☐ Full Time ☐

Education Information

High School: _____ Location: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____
College: _____ Location: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____
Other (Military/Trade School): Explain: _____
From: _____ To: _____

Please list any experience, training, qualifications, or special skills in which you think make you especially suited for work at this company:

Previous Employment

(Start with current or most recent employer. Attach separate papers if necessary)

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From Mo./Yr.: _____ To Mo./Yr.: _____ 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 Mo./Yr.: _____ To Mo./Yr.: _____ 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 Mo./Yr.: _____ To Mo./Yr.: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

References

Please list three professional references. (Please do not list relatives)

Full Name: _____ Company: _____ Address: _____
Phone: _____ Relationship: _____

Full Name: _____ Company: _____ Address: _____
Phone: _____ Relationship: _____

Full Name: _____ Company: _____ Address: _____
Phone: _____ Relationship: _____

Acknowledgement

I certify that my answers are true and complete. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. You are hereby authorized to make any investigation of my personal history. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, references, and other persons to answer all questions asked concerning my ability, character, and previous employment record. I understand the employment at this organization is on an "at will" basis and includes no guarantee, contract, or promise of employment for any specific length of time.

Signature: _____ Date: _____

We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, veteran status, citizen status or marital status. We assure you that your opportunity for employment depends solely upon your qualifications.