



# Employment Application

## Dean Arbour Ford of Tawas

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.