



Application for Employment - Sample #3

NOTE: This form is provided as a guide. It is without legal review. NAMTA suggests that any business utilizing any or all of this form do so after confirming that the information and/or questions on this form are appropriate according to the government bodies that have jurisdiction over your business, along with being aware of all state and federal laws regulating at what point in the interview/hiring process a form such as this can be used, and what questions are allowed.

APPLICATION FOR EMPLOYMENT

TODAY'S DATE: _____

WE'D LIKE YOU TO JOIN OUR TEAM! We are an equal opportunity employer. We do not discriminate in hiring or conditions of employment on the basis of race, color, creed, religion, sex, national origin, age, or any other basis upon which discrimination is prohibited by municipal, state, or federal law. No question on this application is intended to secure information to be used for such discrimination.

Name _____

What do you know about art and art supplies? _____

Present Address _____

Phone Number _____

Employment Desired

Have you ever applied to or worked for this company in the past? Yes No If yes, when? _____

What position are you applying for? _____
 Full Time Part Time Temporary

Do you have friends/relatives working here? Yes No
If yes, state name(s) and relationship(s) _____

Salary Desired _____

Date you can start _____

If hired, would you have a reliable means of transportation to and from work? Yes No

What days and hours are you available for work? (be specific)

NOTE: As with every question on your application, before asking questions on the application about applicant's disability status or criminal background, along with using these subjects in an interview, you should have legal consultation along with knowledge of federal and state laws on these subjects.

MON	
TUES	
WED	
THURS	
FRI	
SAT	
SUN	

Are you fluent in any languages other than English?
 Yes No
If yes, what languages? _____

Why do you want to work for this company? _____

Are you, or will you be going back to school, working another job, or in another kind of situation where the days/hours you listed above will be changing? Yes No
If yes, explain? _____

Education

School Attended _____

City & State _____

School Attended _____

City & State _____

Employment History

List current or most recent first:

① Name of Employer _____

Address _____

Type of Business _____

Manager _____

Phone # _____

Your Position/Duties _____

Date employed _____ to _____

Reason for leaving _____

② Name of Employer _____

Address _____

Type of Business _____

Manager _____

Phone # _____

Your Position/Duties _____

Date employed _____ to _____

Reason for leaving _____

③ Name of Employer _____

Address _____

Type of Business _____

Manager _____

Phone # _____

Your Position/Duties _____

Date employed _____ to _____

Reason for leaving _____

Personal References

List three people you've known for at least one year.

Do not list relatives or former employers.

① Name _____

Occupation _____

Phone # _____ Years Acquainted _____

② Name _____

Occupation _____

Phone # _____ Years Acquainted _____

③ Name _____

Occupation _____

Phone # _____ Years Acquainted _____

Please Read & Sign Below

I hereby certify that the answers given by on this application are true and current to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application.

DATE _____ SIGNATURE _____