



7700 Paragon Road, Dayton, Oh 45459 • 937-291-3780P • 937-291-3789F

Employment Application

Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date of Application: ___/___/___	Position Applied for: _____
How were you referred to us: _____	

Full Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Mobile/Pager/Other: _____ Email: _____

Date Available to Start: _____ Social Security Number _____ Salary Requirements _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you a citizen of the United States? Yes No If not, are you legally allowed to work in the United States? Yes No

Type of Employment Desired: Full-time Part-time Temporary Seasonal

Have you ever pleaded guilty, no contest or been convicted of a crime? Yes No If yes, give dates and details: _____

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation rehabilitation and position applied for will be considered.

Professional License: _____ Date: _____ License Number: _____

Professional License: _____ Date: _____ License Number: _____

Driver's license number (if applicable to position): _____ State: _____

Summarize Your Special Skills or Qualifications

Dates of Employment: From: ___/___/___ To: ___/___/___ Position(s) Held: _____

Company Name: _____ Phone: _____

Previous Employment (begin with most recent position)

Address: _____ City: _____ Zip: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From: ___/___/___ To: ___/___/___ Position(s) Held: _____

Company Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From: ___/___/___ To: ___/___/___ Position(s) Held: _____

Company Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigation and inquiries of my personal, employment, education, financial and other related matters as may be necessary for any employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application. In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____