



Application for Employment

Please complete all sections of this form.

Date of Application: _____

PERSONAL INFORMATION

Name: _____
LAST FIRST MIDDLE

Address: _____
NUMBER & STREET CITY STATE ZIP

Email Address: _____

Phone Number: _____ Social Security Number: _____

EMPLOYMENT DESIRED

Position applied for: _____

Date available for work: _____ Part time / Full time (Please circle one)

Have you ever applied to work for this company before? Y / N If yes, when? _____

Have you been employed at Zuni Shopping Center previously? Y / N If yes, when? _____

Do you have any friends or relatives employed by this company? Y / N
If yes, please provide their names and relationship to you: _____

If you are under 18 years of age, can you provide proof of your eligibility to work? Y / N

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Y / N

Are you able to perform all essential functions of the job for which you are applying with or without reasonable accommodation? Y / N

If hired, are there any accommodations the company would need to provide so that you can perform all the essential functions and duties of the position being applied for? Y / N

If yes, please explain: _____

If hired, would you be able to work overtime as needed? Y / N

EDUCATION

	Name & Location	Years Completed	Major	Degree
High School				
College/University (undergrad)				
College/University (graduate)				
Military, Trade, Other				

EMPLOYMENT HISTORY

List below your present and previous three employers, starting with your most recent employer.

① Employer/Company: _____

Is this your current employer? Y / N

Address: _____

Phone Number: _____

Supervisor: _____ Job Position: _____

Start Date/End Date: _____ Starting/Ending Salary: _____

Reasons for Leaving: _____

List the jobs you held, responsibilities, duties performed, skills used or learned: _____

If you are presently working for this employer, may we contact them? Y / N

② Employer/Company: _____

Address: _____

Phone Number: _____

Supervisor: _____ Job Position: _____

Start Date/End Date: _____ Starting/Ending Salary: _____

Reasons for Leaving: _____

List the jobs you held, responsibilities, duties performed, skills used or learned: _____

③ Employer/Company: _____

Address: _____

Phone Number: _____

Supervisor: _____ Job Position: _____

Start Date/End Date: _____ Starting/Ending Salary: _____

Reasons for Leaving: _____

List the jobs you held, responsibilities, duties performed, skills used or learned: _____

SPECIAL SKILLS & QUALIFICATIONS

Summarize your skills or qualifications related to this position.

Summarize your equipment and computer operation skills related to this position.

Summarize any applicable awards, recognitions, or certifications you have received.

REFERENCES

List three references who are not related to you and are not previous employers.

Name	Relationship	Company & Title	Phone Number
1.			
2.			
3.			

PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW

The facts set forth in this application for employment are true and complete. I understand that if employed, false statements, omissions, or misleading statements on this application shall be considered sufficient cause for dismissal and I agree that my prospective employer shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. My prospective employer is hereby authorized to investigate my employment history, including the contacting of the employers listed on the previous page. I hereby release my former employers from all liability on account of furnishing information regarding my work record to my respective employer. (If there is a particular employer you do not wish us to contact, please indicate which one and why.) I understand and agree to abide by all company procedures and safety rules, including submitting to substance abuse testing, if requested, as a condition of continued employment.

Signature: _____ Date: _____