

OEII Employment Application

(a) Applicant Information

Full Name: Last: _____ First: _____ MI: _____ Interview Date: _____
Address: _____ Apt. # _____
City _____ State _____ Zip Code _____
Phone: (____) _____ E-mail Address: _____
Date Available: _____ Social Security No.: XXX - XX - _____ Desired Salary: \$ _____
Position Desired: _____
Are you able to work: ☐ Full Time ☐ Part Time ☐ Shift Work
How did you hear about us? ☐ Advertisement ☐ Word of Mouth ☐ Employment Agency ☐ Other
Are you a citizen of the United States? Yes ☐ No ☐ If no, are you authorized to work in the U.S.? Yes ☐ No ☐
Are you at least 18 years of age? Yes ☐ No ☐ If not, do you possess a valid work permit? Yes ☐ No ☐

(b) Education and Training

High School: _____ Address: _____ City _____ State _____ Zip _____
From: _____ To: _____ Did you graduate? Yes ☐ No ☐ Degree: _____
College: _____ Address: _____ City _____ State _____ Zip _____
From: _____ To: _____ Did you graduate? Yes ☐ No ☐ Degree: _____

(c) Employment Questions

Have you ever been convicted of a crime other than a traffic violation? (Note: A conviction is not an automatic bar to employment. Each case will be considered on its own merits.) Yes ☐ No ☐

If yes, please explain and state charge, court date and disposition of case: _____

Have you completed a job application with us before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been employed by us before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any friends or relatives employed here?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you work overtime when necessary?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have reliable transportation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you travel if the job requires it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Would you be willing to relocate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

(a) Previous Employment

Starting with your most recent experience and working backwards, list all work experience for at least the past 5 years and any prior experience relevant to this job. Experience may be paid, unpaid, full time, part time, or military. If more space is needed, attach additional pages. A resume may be attached but will not be accepted in lieu of this section.

Company: _____ Phone: (____) _____

Address: _____ City _____ State _____ Zip _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: (____) _____

Address: _____ City _____ State _____ Zip _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

(b) References

Full Name _____ Relationship _____ Years Known: _____

Occupation _____ Phone: (____) _____

Address _____ City _____ State _____ Zip _____

Full Name: _____ Relationship _____ Years Known: _____

Occupation _____ Phone: (____) _____

Address _____ City _____ State _____ Zip _____

Full Name: _____ Relationship _____ Years Known: _____

Occupation _____ Phone: (____) _____

Address _____ City _____ State _____ Zip _____

(c) Disclaimer and Signature

I certify that I, the undersigned applicant, or an agent representing me in my presence, have personally completed this application. I further certify that all information given by me in this application is true, complete, correct, and current.

Signature: _____ Date: _____