**EMPLOYMENT APPLICATION**

**PERSONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name *(first, middle, and last)* | | | Maiden Name *(If applicable)* | |
| Address |  | City | State | Zip |
| Phone Number |  | Email Address | | |
| Are you legally eligible to be employed in the United States? *Proof of identity and eligibility will be required upon employment.* | Yes No | Are you over the age of 18 years? Yes No  Are you a Veteran? Yes No | | |
| If selected for employment, are you willing to submit to a background check? Yes No  If selected for employment, are you willing to submit to a drug test? Yes No | | | | |
| Have you been employed by Cheyenne Manor in the past? Yes No  If yes, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When? (Give dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you currently employed? Yes No | | | | |

**POSITION**

|  |  |  |
| --- | --- | --- |
| Position You Are Applying For | Available Start Date | Pay Desired  $ |
| Employment Desired Full-Time | Part-Time | Seasonal/Temporary |
| If you selected Part-Time or Seasonal/Temporary, please list your availability below: |  |  |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name | Location | Years Attended | Degree Received | Major |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Special Certification | | Type/Title | Date Obtained | Expiration Date |

**REFERENCES *(Business & Professional Only)***

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Company | Phone | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **EMPLOYMENT HISTORY** |  |
| **Most Recent Employer** | Job Title | Dates Employed |
| Work Phone | Starting Pay Rate | Ending Pay Rate |
| Address | City | State & Zip Code |
| May We Contact Them? | Yes | No |
| **Employer 2** | Job Title | Dates Employed |
| Work Phone | Starting Pay Rate | Ending Pay Rate |
| Address | City | Sate & Zip Code |
| May We Contact Them? | Yes | No |
| **Employer 3** | Job Title | Dates Employed |
| Work Phone | Starting Pay Rate | Ending Pay Rate |
| Address | City | State & Zip Code |
| May We Contact Them? | Yes | No |
| **Employer 4** | Job Title | Dates Employed |
| Work Phone | Starting Pay Rate | Ending Pay Rate |
| Address | City | State & Zip Code |
| May We Contact Them? | Yes | No |

**ACKNOWLEDGMENT AND AUTHORIZATION**

I certify that my answers are true and completed to the best of my knowledge and ability.

I authorize investigation of all statements contained in this application for employment and understand that false or misleading information in my application or interview may result in discharged of employment.

I give Cheyenne Manor permission to complete background and reference checks.

Printed Name Applicant Signature

Date

*We are an Equal Opportunity Employer and committed to excellence through diversity*