



# EMPLOYMENT / JOB APPLICATION

*Keeping You in the Game!*

## PERSONAL INFORMATION

**FULL NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*First Middle Last*

**ADDRESS:** \_\_\_\_\_  
*Street Address Apt/Suite*  
\_\_\_\_\_  
*City State Zip Code*

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DATE AVAILABLE:** \_\_\_\_\_ **DESIRED PAY: \$** \_\_\_\_\_  
 HOUR  SALARY

**POSITION APPLIED FOR:** \_\_\_\_\_

**EMPLOYMENT DESIRED:**  FULL-TIME  PART-TIME  SEASONAL

## EMPLOYMENT ELIGIBILITY

**ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.?**  YES  NO\*

**HAVE YOU EVER WORKED FOR THIS EMPLOYER?**  YES\*  NO

\*IF YES, WRITE THE START AND END DATES: \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?**  YES\*  NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

**HIGH SCHOOL:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DIPLOMA:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DEGREE:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DEGREE/CERTIFICATION:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CITY / STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DEGREE/CERTIFICATION:** \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

**\*Please explain any gaps in your employment history.**

**EMPLOYER 1:** \_\_\_\_\_  
*Company / Individual*

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*Street Address* *Apt/Suite*

\_\_\_\_\_  
*City* *State* *Zip Code*

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYER 2:** \_\_\_\_\_  
*Company / Individual*

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*Street Address* *Apt/Suite*

\_\_\_\_\_  
*City* *State* *Zip Code*

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYER 3:** \_\_\_\_\_  
*Company / Individual*

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*Street Address* *Apt/Suite*

\_\_\_\_\_  
*City* *State* *Zip Code*

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**REFERENCES (Professional Only)**

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
*First Last*

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
*First Last*

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
*First Last*

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MILITARY SERVICE**

**ARE YOU A VETERAN?**  YES  NO

**BRANCH:** \_\_\_\_\_ **RANK AT DISCHARGE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_ **TYPE OF DISCHARGE:** \_\_\_\_\_

What type of education, training, and work experience, relevant to the job did you receive while in the military? \_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS:**

Can you perform all essential functions and duties of your job?  YES  NO

If offered employment, can and will you provide documentation that you are legally authorized to work?  YES  NO

If offered employment, do you have reliable transportation as attendance is an essential function of each employee's job? (may not be relevant)  YES  NO

Have you ever been dismissed from an employment position?  YES  NO

Have you ever been asked to resign from an employment position?  YES  NO

Have you ever been investigated for misconduct related to your employment?  YES  NO

Have you ever had a professional certificate, credential, or license of any kind revoked or suspended?  YES  NO

Have you ever surrendered a professional license of any kind before its expiration?  YES  NO

## BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK?

YES  NO

## DISCLAIMER

Applicant understands that BB&J is an Equal Opportunity Employer and that BB&J is committed to excellence through diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, national origin, veteran status or genetic information. BB&J is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities in employment, its services, programs, and activities.

In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered. Please complete each section EVEN if you decide to attached a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application and/or interview may result in my employment being terminated.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_