[COMPANY NAME] EMPLOYMENT APPLICATION

Please complete every section that applies to you. [Company name] is an equal opportunity employer.

POSITION

Position applied for		**Date available**	
Desired pay		**Full / part time**	
Days and shifts available			
How did you hear about us?			

CONTACT INFORMATION

Full name		**Phone**	
Email			
Street address			
City, state, ZIP			

ABILITY TO DO THE JOB

Can you perform the essential functions of the job described in the attached job description, with or without reasonable accommodation?	Yes / No
If the job requires driving: do you hold a valid driver's license of the class the job requires?	Yes / No

EDUCATION AND TRAINING

School	City, state	Course of study	Diploma or degree

EMPLOYMENT HISTORY (MOST RECENT FIRST)

Employer				**Phone**	
City, state				**Job title**	
From (month/year)		**To**		**May we contact?**	
Main duties					
Reason for leaving					

Employer				**Phone**	
City, state				**Job title**	
From (month/year)		**To**		**May we contact?**	
Main duties					
Reason for leaving					

Employer				**Phone**	
City, state				**Job title**	
From (month/year)		**To**		**May we contact?**	
Main duties					
Reason for leaving					

LICENSES, CERTIFICATIONS AND SKILLS RELATED TO THIS JOB

REFERENCES (NOT RELATIVES)

Name	Relationship	Phone or email

PLEASE READ AND SIGN

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

If we decide to obtain a background report about you, we will first give you a separate written disclosure and ask for your written authorization.

I understand that, if I am hired, my employment is at will: either the company or I may end it at any time, with or without cause or notice, unless a written agreement signed by an authorized officer of the company says otherwise. This application is not a contract of employment.

I certify that the information in this application is true and complete. I understand that false or misleading information may lead to the rejection of my application or, if I am hired, to dismissal.

[Employer: the statements above are example wording, not legal advice. Have them reviewed for your state and your policies, then delete this line.]

Applicant signature		**Date**	

EMPLOYER NOTES (DO NOT HAND OUT)

What the application leaves out on purpose and what comes after the offer. Read on November 23, 2026; not legal advice.

Not on this form on purpose: disability or health questions (prohibited before an offer, 42 U.S.C. 12112(d)(2)) and workers' compensation history (EEOC guidance); age or date of birth, race, national origin, citizenship, religion, sex, pregnancy, marital status, children, a photograph (EEOC: should generally be avoided; asking for date of birth is not in itself an ADEA violation but is closely scrutinized, 29 CFR 1625.5).

Salary history: banned in some states and cities, e.g. California (Lab. Code 432.3, which allows asking about salary expectations) and New York (Lab. Law 194-a). Criminal history: e.g. California employers with 5+ employees may not ask before a conditional offer (Gov. Code 12952). This list is not complete; check your state and city.

Background checks: give the FCRA disclosure in a separate document consisting solely of the disclosure and get written authorization before ordering the report (15 U.S.C. 1681b(b)(2)); the FTC says it can't be in the application.

Form I-9: the new hire completes Section 1 after accepting the offer and no later than the first day of employment (USCIS); the employer completes Section 2 within three business days of the hire (8 CFR 274a.2). Medical exams only after an offer, for all entering employees (42 U.S.C. 12112(d)(3)).

Keep every application, hired or not, for one year from the date of the record or the hiring decision, whichever is later; longer if a discrimination charge is filed (29 CFR 1602.14, Title VII, ADA and GINA employers with 15+ employees). ADEA employers (20+): 1 year from the personnel action (29 CFR 1627.3(b)(1)).

The at-will statement is example wording, not legal advice: have it reviewed for your state. Attach a job description listing the essential functions. Collect any voluntary race or sex data for applicant-flow tracking on a separate tear-off sheet (EEOC).