



Employment Application

Employer Name:

Position:

Date:

PERSONAL INFORMATION

NAME (Last, First, Middle)	Telephone Number
Address	Message Number
City/State/Zip	E-mail Address

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are You Applying For: <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Temp	What Shift(s) Will You Work? <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	May We Contact Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY – Begin With Most Recent Employment

Dates From	To	Company Name	City, State
Titles and Duties:			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State
Titles and Duties:			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State

[Type text]

3883 E. Mesa Vista Way, Las Vegas, NV 89120
 8941 Hillpointe Ave., Las Vegas, NV 89134
www.dcslv.org

Titles and Duties:		
Reason for Leaving:	Supervisor's Name	Telephone Number

MILITARY –Branch of Service:

Describe any military training received relevant to the position for which you are applying:
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EDUCATION/TRAINING –Include Technical/Academic Achievements/Courses

Have you obtained a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No			
School	Name & Location	Diploma/Degree	Subject of Specialization
College/University			
Specialized Courses/Training			

CLERICAL SKILLS-To Be Completed for Clerical Positions

Typing WPM		Medical Terminology <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Terminology <input type="checkbox"/> Yes <input type="checkbox"/> No
Shorthand, WPM			
List Specific Computer Skills:			

OTHER SPECIAL SKILLS – List Other Specific Skills You Have to Offer for This Job Opening:

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REFERENCES – Give the Names of Three Persons Not Related to You

NAME	ADDRESS	TELEPHONE	OCCUPATION

[Type text]

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The information on this application is true and accurate to the best of my knowledge.

Signature _____ Date _____

[Type text]

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