



Wheat State Manor Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

REFERRAL: ___ Newspaper ___ Friend ___ Relative ___ Walk-in

Wheat State Employee (name) _____

Have you worked here before? When _____

PERSONAL INFORMATION:

First Name _____ MI _____ Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (____) _____ Email _____

Are you eligible to work in the United States?

Yes _____ No _____

If you are under age 18, do you have an employment/age certificates? Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For _____

Days/Hours Available

Mon ___ Tue ___ Wed ___ Thu ___ Fri ___ Sat ___ Sun ___

Hours Available: from _____ to _____ Full Time ___ Part Time ___

What date are you available to start work? _____

EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer? Yes _____ No _____

References:

Name/Title Address Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____