
Employment Application Form PDF

Personal Information

- Full Name: _____
- Date of Birth: ___ / ___ / _____
- Current Address: _____
- Phone Number: _____
- Email Address: _____

Employment Desired

- Position Applied For: _____
- Desired Salary: \$_____ per _____
- Date Available to Start: ___ / ___ / _____
- Type of Employment: Full-Time Part-Time Temporary Seasonal

Education Background

- High School: _____ | Graduation Year: _____
- College/University: _____ | Degree: _____ |
Year: _____
- Other Training/Certifications: _____

Previous Employment

Employer	Position	Employment Dates	Reason for Leaving

References

- Name: _____ |
- Relationship: _____ |
- Phone: _____
- Name: _____ |
- Relationship: _____ |
- Phone: _____

Declaration

- I hereby declare that the information provided is true and complete to the best of my knowledge.

Signature: _____

Date: ___ / ___ / _____

EMPLOYMENT VERIFICATION

[Company Logo]

[Current Date]

Re: Employment Verification for [Employee Name]

To Whom It May Concern:

This letter is to certify that [Full Name] [is/was] an employee at [Company Name] and [is/was] working as a full-time [Job Title] since [Start Date] to [Term Date]. [His/Her] gross salary [is/was] \$[Amount] per annum.

If you have any questions regarding [Mr./Ms.] [Last Name]'s employment, please contact our office at [HR phone number].

Sincerely,

[Signature of authorizing person]

[Name of authorizing person]

[Title of authorizing person]