

# EMPLOYMENT APPLICATION FORM

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_

SS #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

**Attach a photocopy of Drivers License to fulfill Insurance requirement.**

**Have you ever been convicted of a felony?** \_\_\_\_Y \_\_\_\_N

## EMPLOYMENT DESIRED

Position/s applying for: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Date you can begin: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you currently employed? \_\_\_\_Yes \_\_\_\_No

If yes, may we contact employer? \_\_\_\_Yes \_\_\_\_No

Employment sought: \_\_\_\_Full-time \_\_\_\_Part-time

Can you, at the time of employment, submit verification of your legal right to work in the United States? \_\_\_\_Yes \_\_\_\_No

## EDUCATION

High School: \_\_\_\_\_

Location: \_\_\_\_\_ Graduate? \_\_\_\_Yes \_\_\_\_No

College: \_\_\_\_\_

Location: \_\_\_\_\_ Graduate? \_\_\_\_Yes \_\_\_\_No

Major: \_\_\_\_\_

Trade/Business/Graduate School: \_\_\_\_\_

Location: \_\_\_\_\_ Graduate? \_\_\_\_Yes \_\_\_\_No

Major: \_\_\_\_\_

## PLEASE ANSWER

Why are you interested in becoming an employee with South Plains Communications?

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What are your career goals? \_\_\_\_\_

Where did you get the information about the position? \_\_\_\_\_

## EMPLOYMENT HISTORY – list most recent first

Company Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Last Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Last Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Last Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Last Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**REFERENCES – List 3 individuals [not related to you] who are familiar with your work-related skills.**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_