

# Sweet Water Garden

## EMPLOYMENT APPLICATION

\_\_\_\_\_  
(EMPLOYER NAME)

**JOB ORDER NUMBER:** \_\_\_\_\_

Position applied for:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Your application is a permanent part of your record.**

\_\_\_\_\_  
Last Name First Name M.I.

( ) - ( ) -

\_\_\_\_\_  
Street Address/P.O. Box. City State Zip Main Phone Message phone

Are you a U.S. citizen? Yes No If no, U.S. alien registration

Number: \_\_\_\_\_

U.S. Military Service: \_\_\_\_\_

	Branch	From	To	Duties		
What type of position are you looking for?	Full-time	Part-time	Permanent	Temporary	Any	
What shift will you work?	Days	Evenings	Nights	Weekends	Any	
If necessary for the job, are you over? (Circle one)	16	18	21	25		

**EMPLOYMENT HISTORY** List your most recent position first. **DON'T SAY "REFER TO RESUME"**

EMPLOYER	WORK PERFORMED
ADDRESS	
JOB TITLE	DATES
FROM: _____ TO: _____	
SUPERVISOR, _____	MAY WE CONTACT THIS EMPLOYER?
	Yes No
REASON FOR LEAVING	

EMPLOYER	WORK PERFORMED
ADDRESS	
JOB TITLE	DATES
FROM: _____ TO: _____	
SUPERVISOR, _____	MAY WE CONTACT THIS EMPLOYER?
	Yes No
REASON FOR LEAVING	

EMPLOYER	WORK PERFORMED
ADDRESS	
JOB TITLE	DATES
FROM: _____ TO: _____	
SUPERVISOR, _____	MAY WE CONTACT THIS EMPLOYER?
	Yes No
REASON FOR LEAVING	

**SKILLS**

Summarize special skills, qualifications, and equipment used.

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Transportation to the job site? YES NO Driver's license number : \_\_\_\_\_ State \_\_\_\_\_ Type \_\_\_\_\_

**EDUCATION**

Please circle the highest year completed? 9 10 11 12 GED 13 14 15 16 17 18 19 20

Other education and/or training that might be pertinent to the job?

**PERSONAL/PROFESSIONAL REFERENCES**

Please list three references from other than relatives:

NAME			
ADDRESS			
PHONE NUMBER			
OCCUPATION			
YEARS ACQUAINTED			

**OTHER**

Additional comments you feel would assist us in evaluating your qualifications.

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Are you willing to relocate? YES NO

**APPLICANT STATEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge.

If necessary for employment in a specific position, you may be required to have a physical examination, drug screen, to provide evidence of citizenship or date of birth, or to sign a conflict of interest agreement and abide by its terms.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer section:**

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