Generic Employment Application

Employer Name:  
Job Number:  
Position:  
Date:  

PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Message Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/State/Zip</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you legally authorized to work in the United States? □ Yes □ No

Are You Applying For:  What Shift(s) Will You Work?  May We Contact Present Employer?
□ F/T □ P/T □ Temp  □ Days □ Evenings □ Nights □ Yes □ No

EMPLOYMENT HISTORY - Begin With Most Recent Employment

<table>
<thead>
<tr>
<th>Dates From</th>
<th>To</th>
<th>Company Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Titles and Duties –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving:</th>
<th>Supervisor’s Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates From</th>
<th>To</th>
<th>Company Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Titles and Duties –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving:</th>
<th>Supervisor’s Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates From</th>
<th>To</th>
<th>Company Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Titles and Duties –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving:</th>
<th>Supervisor’s Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates From</th>
<th>To</th>
<th>Company Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Titles and Duties –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving:</th>
<th>Supervisor’s Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates From</th>
<th>To</th>
<th>Company Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Titles and Duties –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving:</th>
<th>Supervisor’s Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates From</th>
<th>To</th>
<th>Company Name</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Titles and Duties –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
**MILITARY - Branch of Service:**

Describe any military training received relevant to the position for which you are applying:

---

**EDUCATION/TRAINING - Include Technical/Academic Achievements/Courses**

<table>
<thead>
<tr>
<th>Have you obtained a high school diploma or GED certificate?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Name &amp; Location</th>
<th>Diploma/Degree</th>
<th>Subject Of Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialized Courses &amp; Training</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**CLERICAL SKILLS - To Be Completed for Clerical Positions**

<table>
<thead>
<tr>
<th>Typing, WPM</th>
<th>Medical Terminology</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand, WPM</td>
<td>Legal Terminology</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

List Specific Computer Skills –

---

**PROFESSIONAL & TECHNICAL INFORMATION - To Be Completed for Licensed/Registered Positions**

<table>
<thead>
<tr>
<th>Idaho Registration No.</th>
<th>Expiration Date</th>
<th>Certificate No.</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

If not licensed in Idaho, have you applied? Yes No

If licensed in another state, list:

---

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

---

**REFERENCES - Give the Names of Three Persons Not Related to You**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Occupation</th>
</tr>
</thead>
</table>

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

Signature ___________________________ Date __________

IDAHO COMMERCE & LABOR DISTRIBUTES THIS FORM SOLELY FOR THE CONVENIENCE OF EMPLOYERS AND APPLICANTS, AND DISCLAIMS ANY RESPONSIBILITY FOR THE MANNER IN WHICH THIS FORM IS COMPLETED OR USED IN THE HIRING PROCESS.