



3171 E Sunshine, Springfield, MO 65804  
Phone: (417) 886.7505  
Fax: (417)882.9750

## Employment Application Form

Position applying for: \_\_\_\_\_

### Personal Data

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Street Address 1: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Are you willing to relocate to the Springfield, Missouri area?  Yes  No

Email: \_\_\_\_\_

Date you can start work (mm/dd/yy): \_\_\_\_\_

Salary desired: \_\_\_\_\_

Do you have a High School Diploma or GED?  Yes  No

### Position Information

Hours:  Full Time  Part Time  Days  Evenings  Weekends Status:  Permanent  Temporary  
(check all that you are willing to work)

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

Do you use tobacco?  Yes  No

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, please explain:

Do you have a valid Drivers License?  Yes  No

Drivers License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Who referred you to PaperWise? \_\_\_\_\_

### Qualifications

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs and military training.

**High School** School Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy mm/dd/yy

Degrees Received: \_\_\_\_\_

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**College**

School Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy mm/dd/yy

Degrees Received: \_\_\_\_\_

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**Vocational/  
Technical**

School Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy mm/dd/yy

Degrees Received: \_\_\_\_\_

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**Other**

School Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy mm/dd/yy

Degrees Received: \_\_\_\_\_

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**Military**

Have you ever been in the armed forces?  Yes  No

Are you a member of the National Guard?  Yes  No

Specialty: \_\_\_\_\_

Date Entered: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

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## Special Skills

Please list any special skills or experience that you feel would help you in the position you are applying for:

## References

Please list three (3) professional references not related to you, whom you have known for at least one (1) year, with full name, address, phone number and relationship. If you do not have three (3) professional references, list personal, unrelated references.

**Reference 1**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

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**Reference 2**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

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**Reference 3**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

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## Work History

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**Job 1**

Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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**Job 2**

Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Duties: \_\_\_\_\_

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

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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**Job 3**

Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Duties: \_\_\_\_\_

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

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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**Job 4**

Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Duties: \_\_\_\_\_

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

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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I declare that all the foregoing statements are true and correct to the best of my knowledge, and that any omission or misrepresentation of facts will be cause for dismissal of my application. I authorize the "Employer" to conduct a background check, including criminal history and driving record; and to contact my past and present employers, schools and references (unless otherwise indicated) to determine my sustainability for employment.

I hereby release the "Employer" from all liabilities resulting from these inquiries.

Signature: \_\_\_\_\_

From: \_\_\_\_\_

mm/dd/yy