

PLEASE PRINT ALL INFORMATION  
REQUESTED EXCEPT SIGNATURE

# BURDG, DUNHAM & ASSOCIATES

## EMPLOYMENT APPLICATION FORM

OFFICE USE ONLY:

### PERSONAL INFORMATION

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS: \_\_\_\_\_  
NUMBER STREET CITY, STATE, ZIP

HOW LONG: \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_ HAVE YOU EVER APPLIED FOR EMPLOYMENT  
WITH THIS COMPANY BEFORE? YES NO

EMAIL: \_\_\_\_\_ IF YES, MONTH AND YEAR: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_

SALARY DESIRED: \_\_\_\_\_

EMPLOYMENT DESIRED: FULL-TIME ONLY PART-TIME ONLY  
WILL YOU WORK OVERTIME IF ASKED? YES NO

WHEN ARE YOU AVAILABLE TO BEGIN WORK? \_\_\_\_\_

ARE YOU A LEGAL RESIDENT OR CITIZEN OF THE UNITED STATES? YES NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

### EDUCATION

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
GRADUATE				YES NO	
COLLEGE				YES NO	
BUSINESS/ TRADE/TECH				YES NO	
HIGH SCHOOL				YES NO	
ELEMENTARY				YES NO	

### MILITARY

HAVE YOU EVER SERVED IN THE ARMED FORCES? YES NO IF YES, WHAT BRANCH?

DESCRIBE ANY TRAINING RECEIVED RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING:

## EMPLOYMENT

PLEASE GIVE ACCURATE, COMPLETE, FULL-TIME AND PART-TIME EMPLOYMENT RECORD. START WITH YOUR PRESENT OR MOST RECENT EMPLOYER.

COMPANY	TELEPHONE
ADDRESS	EMPLOYED FROM
NAME OF SUPERVISOR	ENDING SALARY
JOB TITLE/DESCRIBE YOUR WORK	REASON FOR LEAVING

COMPANY	TELEPHONE
ADDRESS	EMPLOYED FROM
NAME OF SUPERVISOR	ENDING SALARY
JOB TITLE/DESCRIBE YOUR WORK	REASON FOR LEAVING

COMPANY	TELEPHONE
ADDRESS	EMPLOYED FROM
NAME OF SUPERVISOR	ENDING SALARY
JOB TITLE/DESCRIBE YOUR WORK	REASON FOR LEAVING

COMPANY	TELEPHONE
ADDRESS	EMPLOYED FROM
NAME OF SUPERVISOR	ENDING SALARY
JOB TITLE/DESCRIBE YOUR WORK	REASON FOR LEAVING

MAY WE CONTACT YOUR PRESENT EMPLOYER? **YES**  
**NO**

ADDITIONAL SKILLS INCLUDING SUPERVISION SKILLS, OTHER LANGUAGES, OR INFORMATION REGARDING THE CAREER/OCCUPATION YOU WISH TO BRING TO THE EMPLOYER'S ATTENTION:

PROSPECTIVE EMPLOYEES WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

**If you are submitting this form via email, be sure to print the PDF before submitting or save the PDF to your files. You may be asked to provide this completed document in print form by Burdg-Dunham at a later date.**

\_\_\_\_\_

SIGNATURE DATE

*Burdg-Dunham does accept digital signatures. By typing in your name in the Signature field of this form and submitting via email, your signature provided in the data submitted will be considered legally binding.*