

Employee Application Form

Complete all steps. Your progress is automatically saved — you can continue later using the same browser.

Application Steps

- 1. Applicant Information
- 2. Work Eligibility
- 3. Education
- 4. References
- 5. Previous Employers
- 6. Upload Documents
- 7. Review & Submit

Step 1 of 7 – Applicant Information

Field	Applicant Response
First Name * e.g. John	<hr/>
Middle Name e.g. Michael	<hr/>
Last Name * e.g. Smith	<hr/>
Address Line 1 * e.g. 123 Main Street	<hr/>
Address Line 2 e.g. Apt 4B (optional)	<hr/>
City e.g. Newark	<hr/>
State Alabama	<hr/>
Zip Code e.g. 07101	<hr/>
Date of Birth * mm/dd/yyyy	<hr/>
Phone Number * e.g. (555) 123-4567	<hr/>

Step 2 of 7 – Work Eligibility

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

Will you now or in the future require sponsorship for employment visa status?
Yes No

Have you ever been convicted of a felony? Yes No

Can you perform the essential functions of the position with or without reasonable accommodation? Yes No

Step 3 of 7 – Education

School Name	Location	Degree/Certificate	Years Attended	Graduated

Step 4 of 7 – References

Reference Name	Relationship	Phone Number	Email Address

Step 5 of 7 – Previous Employers

Employer Name	Position	Dates Employed	Supervisor	Reason for Leaving	Contact Number

Step 6 of 7 – Upload/Email Documents

- Resume/CV
- Driver's License or State ID
- Social Security Card / Work Authorization Card
- Professional Certifications/Licenses
- Malpractice Insurance Documentation
- Educational Certificates/Transcripts

Step 7 of 7 – Review & Submit

Please review all information provided before submitting your application. By signing below, you certify that all information provided is true and complete to the best of your knowledge.

Applicant Signature: _____

Date: _____

For Office Use Only

Interview Date	
Interviewer Name	
Hiring Decision	
Start Date	