

Arizona State Personnel System

APPLICATION FOR EMPLOYMENT (PART 1 OF 2)

Date of Application

Applicant Name
(Last, First, MI)

State of Arizona Position for Which You Are Applying:

Job ID #	Job Title	State Agency
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Completion of this application form in no way constitutes an offer of employment. The information is required to provide the agency with information necessary to consider you for the position for which you are applying. All information contained on this application is subject to verification. If applicable, the State of Arizona may conduct background checks, including, but not limited to, work references, driving records, and education attainment. If criminal record information is not required prior to or at the time of the initial interview, it may be requested later in the recruitment process. A criminal conviction(s) may or may not constitute an automatic disqualification from employment.

PLEASE PRINT LEGIBLY OR TYPE ALL REQUESTED INFORMATION

Last Name	First Name	M.I.
Street Address	City	State ZIP Code
Phone Numbers (include area codes)	Cell Other	Personal E-mail Address

Are you 18 years of age or older? Yes No

Can you provide verification of your eligibility to work in the U.S.? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? Yes No

Do you currently or have you ever worked for the State of Arizona? Yes No

If yes, EIN	State Agency	Last employment date
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List reason for leaving State employment

Have you ever been dismissed or allowed to resign from a position in lieu of dismissal? Yes No

If yes, provide the name of the employer, the dates of employment, and describe the circumstances, even if you do not agree with your employer's decision. *(If more space is needed, use the "Additional Information" Section on page 4.)*

Applicant Name
(Last, First, MI)

EMPLOYMENT HISTORY

The State's policy is to verify the most recent five (5) years of employment history by contacting current and prior employers. If we cannot contact a specific employer, please explain the reason in the space(s) provided. Account for all time, including self-employment, gaps in employment, or periods of unemployment. If you need additional space, use the block on page 4.

Please list any other names you have used while employed

DATES OF EMPLOYMENT	From (Mo/Yr)	To (Mo/Yr)	Hours per week
Company Name		Position	
Street Address		City	State ZIP Code
Company Phone #	Starting Salary	Ending Salary	Per Week, Month, Year
Duties			
Supervisor's Name		Reason for Leaving	
May we contact this employer?	Yes	No	If "No", please explain

DATES OF EMPLOYMENT	From (Mo/Yr)	To (Mo/Yr)	Hours per week
Company Name		Position	
Street Address		City	State ZIP Code
Company Phone #	Starting Salary	Ending Salary	Per Week, Month, Year
Duties			
Supervisor's Name		Reason for Leaving	
May we contact this employer?	Yes	No	If "No", please explain

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EMPLOYMENT HISTORY (continued)

DATES OF EMPLOYMENT From (Mo/Yr) To (Mo/Yr) Hours per week

Company Name Position

Street Address City State ZIP Code

Company Phone # Starting Salary Ending Salary Per Week, Month, Year

Duties

Supervisor's Name Reason for Leaving

May we contact this employer? Yes No If "No" please explain

EDUCATION AND TRAINING

(Proof of your degree, license, professional registration or certification may be required upon hire)

College, University, Trade or Business School(s) City/State (List campus attended) Degree/Diploma Year Attained Hours Earned Major Area of Study

CURRENT LICENSES, PROFESSIONAL REGISTRATIONS/CERTIFICATIONS

Name of license, certification, or professional registration Accreditation/Institution State Received Year Attained Expiration Date

OTHER TRAINING/COURSE WORK

Type/Topic of Training Accreditation/Institution State Received Level/Year Attained Diploma/Certificate

Applicant Name
(Last, First, MI)

PROFESSIONAL REFERENCES
Required for applicants with no prior work history

This page must be completed if you do not have employment history. Please list the names and contact information of professional references (current and/or former teachers, professors, volunteer coordinators, internship managers, etc.) who may be contacted.

Name	Professional Relationship	Phone Number	E-mail Address	From - To (Mo/Yr)
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ADDITIONAL INFORMATION

Please use the remainder of this page for any additional information.

