

Here are the directions for the pages of the application:

Page 1. Only fill out the top portion with your information (name, date, DOB, SS#, DL#, ST, EXP)

Page 2. Print your name, sign and date

Page 3. Print your name, sign and date

Page 4. Fill out entire page (for address info, we only need addresses lived in for 3 previous years.)

Page 5. & 6. We will need **10 years of your previous work history- regardless of what you were doing** (unemployed, school, etc).

a. You can use month/year if you do not know the exact dates.

b. Only use dates, do not use words such as “current” or “present”

i. For example, the employer history should read as:

1. Employer: McDonald’s

Employed from: 6/2017 To: 10/28/19 (the “to” date of the first employer on the list should match the date the application is filled out.)

2. Employer: Arby’s

Employed from: 8/2015 To: 6/2017

3. Employer: Unemployed

Employed from: 6/2014 To: 8/2015

4. Employer: ABC Highschool

Employed from: 8/2009 To: 6/2014

*The highlighted portions show that the corresponding dates match up and that there are no gaps in your work history.

Page 7. Fill out entire page

Page 8. Only fill out the top portion in these spaces:

1. Name

2. SS#

3. DOB

4. Signature

5. Date

Page 9. Fill out entire page – approximation of miles

Page 10. Only fill out your license #, state, exp date, and signature (reviewed by portion will be filled out by your employer.)

Page 11. Fill out entire page (witness signature will be filled out by employer.)

a. The on-duty hours portion, that is just working backwards showing how many hours/day you worked for the previous week.

Page 12. Fill out entire page (witness signature will be filled out employer)

Page 13. Print your name, sign and date

Page 14. Print your name, sign and date

Please fill out the application and submit it to us at your nearest convenience. We will also need a copy of your driver’s license (front and back), and a copy of your long form medical. Please let us know if you have any questions. Thank you!

