

Employment History

Starting with your most recent employer, assignments or volunteer activities, provide the following information. Please note; Reference checks may include those you list in your employment history.

| | | | | |
|--|-----------------|--|------------------------------|--|
| Employer | | Telephone - - | Dates Employed / / to / / | |
| Street Address | | Starting Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ | | |
| Starting Job Title | Final Job Title | Final Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ | | |
| Reasoning for Leaving | | Compensation/Bonus \$ | | |
| Immediate Supervisor and Title | | May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | | |
| Summary of work performed and job responsibilities | | | | |
| Employer | | Telephone - - | Dates Employed / / to / / | |
| Street Address | | Starting Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ | | |
| Starting Job Title | Final Job Title | Final Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ | | |
| Reasoning for Leaving | | Compensation/Bonus \$ | | |
| Immediate Supervisor and Title | | May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | | |
| Summary of work performed and job responsibilities | | | | |
| Employer | | Telephone - - | Dates Employed / / to / / | |
| Street Address | | Starting Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ | | |
| Starting Job Title | Final Job Title | Final Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ | | |
| Reasoning for Leaving | | Compensation/Bonus \$ | | |
| Immediate Supervisor and Title | | May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | | |
| Summary of work performed and job responsibilities | | | | |

Skills and Qualifications

| | | | | |
|-------------------------------|--------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Word | <input type="checkbox"/> WordPerfect | <input type="checkbox"/> MS Office | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Internet |
|-------------------------------|--------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Educational Background

Starting with your most recent school attended, provide the following information.

| School (include City & State) | Years Completed | Level Completed | GPA Class Rank | Major | Minor |
|-------------------------------|-----------------|---|----------------|-------|-------|
| | | <input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree | | | |
| | | <input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree | | | |
| | | <input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree | | | |

References

List name and telephone number of three (3) business/work references that are not related to you and are not previous supervisors. If not applicable, list three (3) school or personal references that are not related to you.

| Name | Title | Relationship | Telephone | Years Known |
|------|-------|--------------|-----------|-------------|
| | | | - - | |
| | | | - - | |
| | | | - - | |
| | | | - - | |
| | | | - - | |

Additional Information

List professional, trade, business or civic associations and any offices held.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

| Organization | Offices Held |
|--------------|--------------|
| | |
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| | |
| | |
| | |
| | |

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

List any additional information you would like us to consider.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____
Date ____/____/____