

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Years of experience may be used to determine wage. Use additional paper if needed and include employer, name of contact person, phone number, type of work done and responsibilities. Explain any gaps in employment in comments section below.

Employer _____ Phone (____) _____ - _____
Address _____ City _____ State _____ Zip _____
Dates Employed ____/____/____ To ____/____/____ Rate of Pay Started at \$ _____ per _____ Ended at \$ _____ per _____
Job Title/Position _____ Supervisor's Name and Title _____
Work performed and job responsibilities: _____
Reason for leaving: _____ May we contact for reference? ____ Yes ____ No ____ Later

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Address _____ City _____ State _____ Zip _____
Dates Employed ____/____/____ To ____/____/____ Rate of Pay Started at \$ _____ per _____ Ended at \$ _____ per _____
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Comments (including explanation of any gaps in employment)

Skills and Qualifications: List special skills and qualifications that may qualify you to work for our company.

Educational Background

List school starting with the last one attended.		List diplomas, degrees including what degree is in.	
Subject	Year	Diploma/Degree	Year
		___ GED	N/A
		___ High School Diploma	N/A

List any licenses and/or certifications including number and expiration date you would like considered with this application.

License/Certification	Number	Expires	License/Certification	Number	Expires

List any foreign language(s) and check the box that best describes your skill level.

Language	Read and Write	Read and Speak	Read/Orally	Speak Only

References

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

Name	Telephone	Address

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, Religion, national origin, age, color, disability or other protected status.)

Organization	Office Held

List special accomplishments, publications, awards... (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

List any additional information you would like us to consider.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is good for the posted position until it is filled. If the position is posted as open again it will be necessary to fill out a new application. A separate application is required for each position you are applying for. Applications are accepted for open positions only.

I understand that any job offer, or my continued employment if hired (within the guidelines of the American Disability Act), is contingent upon all the essential job functions with or without accommodations.

Signature of Applicant _____ Date ____/____/____