

Employment History

Starting with your most recent employer, provide the following information.

Employer _____ Telephone # _____
(_____) _____
Street Address _____ City _____ State _____
Starting job title/final job title _____
Immediate supervisor and title (for most recent position held) _____
May we contact for reference? Yes No Later _____
Why did you leave? _____
Summarize the type of work performed and job responsibilities. _____
What did you like most about your position? _____
What were the things you liked least about this position? _____

Month / Year to Month / Year _____
Dates employed: _____
Compensation (Starting) _____
 Hourly Salary | \$ _____ per _____
Commission/Bonus/Other \$ _____
Compensation (Final) _____
 Hourly Salary | \$ _____ per _____
Commission/Bonus/Other \$ _____

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Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job?..... Yes No

If **yes**, please explain _____

Skills and Qualifications

Summarize any special training, skills, licenses or certificates that may assist you in performing the position for which you are applying.

Computer Skills: (Check appropriate boxes. Include software titles and years of experience).

- | | |
|---|--|
| <input type="checkbox"/> Word Processing _____ Years: _____ | <input type="checkbox"/> Internet _____ Years: _____ |
| <input type="checkbox"/> Spreadsheet _____ Years: _____ | <input type="checkbox"/> Other: _____ Years: _____ |
| <input type="checkbox"/> Presentation _____ Years: _____ | <input type="checkbox"/> Other: _____ Years: _____ |
| <input type="checkbox"/> E-mail _____ Years: _____ | <input type="checkbox"/> Other: _____ Years: _____ |

Educational Background

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

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

References

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

Name	Title	Relationship to you	Telephone	Number of years known

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.

This application does not constitute an agreement or contract for employment for any specified period or 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 ____ / ____ / ____