

Education

	School Name, City, State	Highest Year Completed				Diploma/Degree
High School	_____	9	10	11	12	_____
College	_____	1	2	3	4	_____
College	_____	1	2	3	4	_____
Grad School	_____	1	2	3	4	_____
Tech School	_____	1	2	3	4	_____

Employment History

Start with the most current employer. Even if you attach a resume, please fill in all sections.

Employer Name _____ Dates From _____ To _____
 Address _____
 Telephone number _____ Supervisor _____
 Starting/Present Job Title _____ Starting Rate _____ Current/Final Rate _____
 May we contact? Yes No Work Performed: _____
 Reason for Leaving? _____

Employer Name _____ Dates From _____ To _____
 Address _____
 Telephone number _____ Supervisor _____
 Starting/Present Job Title _____ Starting Rate _____ Current/Final Rate _____
 May we contact? Yes No Work Performed: _____
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 Telephone number _____ Supervisor _____
 Starting/Present Job Title _____ Starting Rate _____ Current/Final Rate _____
 May we contact? Yes No Work Performed: _____
 Reason for Leaving? _____

****Please explain all gaps in employment.**

Describe any specialized training, apprenticeship, and skills. _____

Describe any job-related training received in the United States military. _____

List professional, trade, businesses or civic activities and offices held. _____

Special Skills:	<input type="checkbox"/> Word	<input type="checkbox"/> Excel	<input type="checkbox"/> Outlook	<input type="checkbox"/> Typewriter	_____ WPM
	<input type="checkbox"/> 10-key Touch	<input type="checkbox"/> Other	_____		

Are you able to perform the essential functions of the job with or without reasonable accommodations? Yes No

References:

Name	Phone Number	Relationship/Occupation	Yrs Known
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the company to contact any and all the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by this company. Verification of eligibility to work in the United States must be satisfied for an offer to be made.

Applicant's Signature _____ Date _____