

Education

Name: _____

	Name and Address Of School	Course of Study	Highest Grade or Level Completed	Diploma Degree
Elementary School:				
High School:				
Undergraduate College:				
Graduate Professional:				
Other (Specify):				

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> Fax	<input type="checkbox"/> Typewriter	<input type="checkbox"/> CRT	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft Access	Other: _____			

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Are you aware of any reason why you cannot perform the job for which you have applied?

Yes No Why? _____

Employment Experience

Name: _____

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work Performed
	From	To	
Address:	Hourly Rate/Salary		
	Start	Final	
Telephone Number(s):			
Job Title:	Supervisor:		
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
	From	To	
Address:	Hourly Rate/Salary		
	Start	Final	
Telephone Number(s):			
Job Title:	Supervisor:		
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
	From	To	
Address:	Hourly Rate/Salary		
	Start	Final	
Telephone Number(s):			
Job Title:	Supervisor:		
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
	From	To	
Address:	Hourly Rate/Salary		
	Start	Final	
Telephone Number(s):			
Job Title:	Supervisor:		
Reason for Leaving:			

*If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age ancestry, disability or other protected status.

References

Name: _____

(1.) Name _____ Phone _____
Address _____
City _____ State _____ Zip _____

(2.) Name _____ Phone _____
Address _____
City _____ State _____ Zip _____

(3.) Name _____ Phone _____
Address _____
City _____ State _____ Zip _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.*

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. Finally, I understand and acknowledge that any employment with the Company will be contingent upon my signing a non-compete, confidentiality and non-solicitation agreement, and the refusal to sign such agreement will be grounds to rescind any employment offer made.

Signature of Applicant

Date

*NOTE: The Provisions of the Fair Credit Reporting Act will be applicable if a credit report on the applicant is obtained and considered.