

EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

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
Address	From	To	
Telephone Number(s)			May We Contact?
Starting/Present Job Title			
Supervisor	Yes	<input type="checkbox"/>	
Reason for Leaving	No	<input type="checkbox"/>	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			May We Contact?
Starting/Present Job Title			
Supervisor	Yes	<input type="checkbox"/>	
Reason for Leaving	No	<input type="checkbox"/>	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			May We Contact?
Starting/Present Job Title			
Supervisor	Yes	<input type="checkbox"/>	
Reason for Leaving	No	<input type="checkbox"/>	

Comments: Include explanation of any gaps in employment.

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

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:

SPECIALIZED SKILLS (Skills/Equipment Operated)

Please list type of equipment/software (where applicable) and check level of experience (3 being highest):

<u>Type</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>
PC Computer _____	___	___	___	___
Operating System _____	___	___	___	___
Word Processing _____	___	___	___	___
Spreadsheet _____	___	___	___	___
Database _____	___	___	___	___
Accounting _____	___	___	___	___
Typewriter _____	___	___	___	___
Other _____	___	___	___	___
_____	___	___	___	___
_____	___	___	___	___

State any additional information you feel may be helpful to us in considering your application.

PERSONAL / PROFESSIONAL REFERENCES (Do not include family members or past supervisors.)

Name	Phone No.	Occupation
1.		
2.		
3.		

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.

This application for employment shall be considered active for a period of time not to exceed 45 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.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES
