



**COMPLETE THIS SECTION ONLY IF CHECKED**

Indicate what languages (including English) you speak, read, and/or write.

	FLUENTLY	GOOD	FAIR
Speak			
Read			
Write			

**REFERENCES**

Give name, address and telephone number of three references who are not related to you. (previous employers preferred)

NAME	HOW DO YOU KNOW THIS PERSON (i.e. Supervisor, co-worker, friend, etc.)	ADDRESS	PHONE NUMBER

**Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experience \_\_\_\_\_

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# Employment Experience

Start with your present or last job. Include military service assignments and any verified work performed on a volunteer basis. You may exclude organization names which indicate race, creed, color, religion, sex, sexual orientation, marital status, results of genetic testing, national origin, age, disability, military status, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard.

Employer	Phone	Work Performed
Address	FAX	
City, State, Zip	Hourly Rate/Salary	
Job Title	Starting   Final	
Supervisor	Dates Employed	
Reason for Leaving	Starting   Final	
Employer	Phone	Work Performed
Address	FAX	
City, State, Zip	Hourly Rate/Salary	
Job Title	Starting   Final	
Supervisor	Dates Employed	
Reason for Leaving	Starting   Final	
Employer	Phone	Work Performed
Address	FAX	
City, State, Zip	Hourly Rate/Salary	
Job Title	Starting   Final	
Supervisor	Dates Employed	
Reason for Leaving	Starting   Final	
Employer	Phone	Work Performed
Address	FAX	
City, State, Zip	Hourly Rate/Salary	
Job Title	Starting   Final	
Supervisor	Dates Employed	
Reason for Leaving	Starting   Final	

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

# Education

	Elementary	High School	College/University	Graduate/Professional
Name of School				
Years Completed (please Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this company/organization. I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this company/organization.

AGREEMENT: I certify that the information of on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Signature of Applicant

Date

## FOR HUMAN RESOURCE DEPARTMENT ONLY

Arrange Interview  Yes  No

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
Name and Title Date