



# Employment History

List your last (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

<b>Employer</b>	<b>Dates Employed</b>		Summarize the nature of the work performed and job responsibilities:
	<b>From</b>	<b>To</b>	
<b>Address</b>			
<b>Job Title</b>	<b>Hourly Rate/Salary</b>		
	<b>Start</b>		
<b>Immediate Supervisor and Title</b>	\$	per	
<b>Reason for Leaving</b>	<b>Hourly Rate/Salary</b>		
	<b>Final</b>		
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> no <input type="checkbox"/> Later	\$	per	

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	<b>From</b>	<b>To</b>	
<b>Address</b>			
<b>Job Title</b>	<b>Hourly Rate/Salary</b>		
	<b>Start</b>		
<b>Immediate Supervisor and Title</b>	\$	per	
<b>Reason for Leaving</b>	<b>Hourly Rate/Salary</b>		
	<b>Final</b>		
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> no <input type="checkbox"/> Later	\$	per	

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	<b>Final</b>		
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> no <input type="checkbox"/> Later	\$	per	

**Comments** (including explanation of any gaps in employment) \_\_\_\_\_

**Skills and Qualifications** – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job related functions for the position which you are applying \_\_\_\_\_

\_\_\_\_\_

# Personal Background (if job related)

A. List last (3) schools attended, starting with the most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade point average or class rank. E. Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

## 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	Telephone	Years Known
	Area Code ( )	
	Area Code ( )	
	Area Code ( )	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

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List any additional information you would like us to consider.

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# Applicants 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 a 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 \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NAME AND TITLE

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_