



**EDUCATION AND TRAINING:**

1. **Name and location of schools** (High School, College, Trade or Skills, Business or Correspondence)

NAME	LOCATIION	GRADUATE?	SUBJECTS STUDIED?	DEGREE?

2. **Special Training:** List any training you have had which may help to qualify you for the position for which you are applying. Include trade, vocational, military, etc. Indicate type of training, where acquired, dates and whether you completed it successfully. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. **Licenses / Certificates:** List any Licenses or Certificates you have which may help to qualify you for the position for which you are applying. Include Driver’s License, Typing/Clerical Certificates, Professional Registration, etc.:

TITLE	STATE	NUMBER	DATE ISSUED	DATE EXPIRES

4. Languages which you can speak \_\_\_\_\_, read \_\_\_\_\_, and or write \_\_\_\_\_, fluently.

**WORK HISTORY:**

List your entire work experience history, **BEGINNING WITH YOUR PRESENT OR MOST RECENT JOB** and work in reverse order. Show Promotions as separate jobs. Be sure to include appropriate military experience. If you need additional space, please supply all requested information as an addendum to this application.

DATES OF EMPLOYMENT FROM _____ <small>MO. YR,</small> TO _____ <small>MO. YR.</small> FULL TIME ____ PART TIME ____ HRS. PER WEEK _____ Check here if job gave you specific skills for the job you are now applying for. ____	EMPLOYEERS NAME _____ PHONE # _____ Address _____ Supervisors Name _____ Title _____ Your Title _____ Describe your duties: _____ _____ _____ _____ Reason for Leaving: _____
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DATES OF EMPLOYMENT FROM _____ MO.      YR., TO _____ MO.      YR. FULL TIME _____ PART TIME _____ HRS. PER WEEK _____ <b>Check here if job gave          you specific skills for          the job you are now          applying for.</b> _____	EMPLOYEERS NAME _____ PHONE # _____ Address _____ Supervisors Name _____ Title _____ Your Title _____ Describe your duties: _____ _____ _____ _____ Reason for Leaving: _____
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YES NO

\_\_\_\_ May we contact your current employer if we consider you for the job? If NO, please explain:

\_\_\_\_\_

If employed, why are you leaving your current position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I hereby authorize investigation of all information contained in this application for employment as well as all information otherwise submitted by me orally or in writing, in connection with my application for employment. In this regard, I authorize the Employer to request and obtain information concerning my previous employment, educational background, and credit and financial history from all of my prior employers, educational institutions which I have attended, and any credit reporting agency or other organization which may maintain credit and financial information concerning me. I hereby authorize any prior employers, educational institutions which I have attended and credit reporting agencies and other organizations maintaining credit and financial information concerning me to provide such information to the Employer as may be requested, and I hereby release them and each of them from any and all liability for damages of whatever nature arising from furnishing the requested information.

Notice for Consumer Credit Report: A Consumer Credit Report will \_\_\_ will not \_\_\_ be obtained and evaluated for employment purposes, from \_\_\_\_\_. Do you wish to receive a copy of the report? Yes\_\_\_ No\_\_\_

I certify that the information obtained in this application is true and correct and complete to the best of my knowledge and belief. I understand that any false statement, omission or misrepresentation of facts in connection with this application can be cause for rejection of my application. Or if employed, for my dismissal from employment. I also understand that I am required to abide by all rules and regulations of the Employer.

I hereby understand and acknowledge that if I am employed, my employment relationship with the Employer is of an "at will" nature, which means that I may resign at any time and the Employer may discharge me at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any statement or conduct of any person, unless such change is specifically acknowledged in writing, signed by the President/CEO of the Employer.

I acknowledge that no other promise, agreement or representations have been made contrary to this "at-will" employment agreement, and that this agreement, as acknowledged by my signature below, is the full and complete agreement governing the employer(s) and my rights and obligations concerning termination of my employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

IF APPLICATION IS FILLED OUT ELECTRONICALLY, TYPING FULL NAME HERE IS LEGAL SIGNATURE

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, physical or mental disabilities, or any other legally protected status.

