



**Educational Background (if job related)**

A. List last three (3) schools attended, starting with 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 field of study. Minor field of study (if applicable).

A. School	B. Number of years completed	C. Degree Diploma	D GPA Class Rank	E. Major	F. Minor

**Special Training**

Special training, licenses and/or certificates:

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**Additional Information**

List any additional information you would like us to consider. \_\_\_\_\_

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## Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 (      )  
 ADDRESS \_\_\_\_\_  
 STARTING JOB TITLE / FINAL JOB TITLE \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 MAY WE CONTACT FOR REFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_ LATER \_\_\_\_\_

DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB DUTIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 (      )  
 ADDRESS \_\_\_\_\_  
 STARTING JOB TITLE / FINAL JOB TITLE \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 MAY WE CONTACT FOR REFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_ LATER \_\_\_\_\_

DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB DUTIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 (      )  
 ADDRESS \_\_\_\_\_  
 STARTING JOB TITLE / FINAL JOB TITLE \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 MAY WE CONTACT FOR REFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_ LATER \_\_\_\_\_

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STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
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DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB DUTIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

**Comments** INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Applicant Statement**

I certify that all information I have provided is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented, will be cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representative, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute contract for employment for any specified period or definite duration. I understand that no representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms as stated above.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_