



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**POSITION INFORMATION:**

How did you hear about this job? \_\_\_\_\_

What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends?  Yes  No

Are you willing to travel for the job?  Yes  No

When would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per \_\_\_\_\_

***Skills/Special Training/Certifications***

Please describe any skills/training/certifications you have in the following areas:

**Computer:**

\_\_\_\_\_  
\_\_\_\_\_

**Languages Spoken (other than English):**

\_\_\_\_\_

**Other:**

\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES: (Not former employers or relatives)**

Name and Occupation	Address	Phone Number

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**EMPLOYMENT HISTORY**: Please use blank sheet for additional employment.

**Present or Most Recent Employer**

Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

May we contact?  Yes  No

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

May we contact?  Yes  No

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

May we contact?  Yes  No

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

## **EDUCATION**

### ***High School***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No      Attended from \_\_\_\_\_ to \_\_\_\_\_.

If you did not graduate, did you receive your GED?  Yes  No

Special honors or awards: \_\_\_\_\_

### ***Technical or Vocational School***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No      Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree or Certification: \_\_\_\_\_      Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

### ***College or University***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No      Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_      Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

### ***College or University***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No      Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_      Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_