

Education:

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Do you speak any language other than English? _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Employment Experience:

Start with your present or last job. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status. You may provide a resume if you prefer.

Employer	Dates Employed	Job Title	Reason for Leaving
Name: _____ Address: _____ Phone: _____			
Name: _____ Address: _____ Phone: _____			
Name: _____ Address: _____ Phone: _____			
Name: _____ Address: _____ Phone: _____			

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

List professional, trade, business, or civic activities and offices held. You may exclude any memberships that would reveal race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, or any other legally protected status.

Other Qualifications:

Please note job-related skills and qualifications acquired from employment or other experience, including technology and software proficiency.

References:

1. Name: _____ Phone#: _____
Address: _____

2. Name: _____ Phone#: _____
Address: _____

3. Name: _____ Phone#: _____
Address: _____

Comments:

Applicant's 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, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION WOULD BE OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME AND FOR ANY OR NO REASON. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH 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

INTERVIEWER

DATE

Employed Yes No

Date of Employment _____

Hourly Rate/ Salary _____

Job Title _____

Department _____

By _____

NAME AND TITLE

DATE