



# Employment Experience

Start with your present or most recent job. Include military service assignments and volunteer activities. Exclude organization names which include race, color, religion, sex or national origin.

1	Employer	Telephone	Date Employed		Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor _____				
	Reason for Leaving _____				
2	Employer	Telephone	Date Employed		Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor _____				
	Reason for Leaving _____				
3	Employer	Telephone	Date Employed		Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor _____				
	Reason for Leaving _____				
4	Employer	Telephone	Date Employed		Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
	Supervisor _____				
	Reason for Leaving _____				

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

## **Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experience.

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# Education

	School Name, City, State	Years Completed	Degree, Major or Type of Course
High School			<i>(Please specify diploma or GED)</i>
College/ University			
Graduate School			
Trade or Business School			
Apprenticeship			

Honors/Certifications Received:

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List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex or national origin):

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Give name, address and telephone number of three references who are not related to you and are not previous employers:

NAME	ADDRESS	PHONE

State any additional information you believe may be helpful to us in considering your application.

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## Applicant Statement

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I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) 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 representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

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 an agreement or contract for employment for any specified period or definite duration.

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

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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Signature of Applicant

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Date