

Employment History

Provide the following information of your past employer, assignments, or volunteer activities, starting with the most recent. Explain any gaps in employment.

Employer: _____ Phone Number: _____

Address: _____

Starting/finishing job title: _____ Reason for leaving: _____

Immediate Supervisor: _____ May we contact for reference? Yes/No

Starting/finishing employment dates: _____ Starting/finishing salary: _____

Lists of job duties: _____

Employer: _____ Phone Number: _____

Address: _____

Starting/finishing job title: _____ Reason for leaving: _____

Immediate Supervisor: _____ May we contact for reference? Yes/No

Starting/finishing employment dates: _____ Starting/finishing salary: _____

Lists of job duties: _____

Employer: _____ Phone Number: _____

Address: _____

Starting/finishing job title: _____ Reason for leaving: _____

Immediate Supervisor: _____ May we contact for reference? Yes/No

Starting/finishing employment dates: _____ Starting/finishing salary: _____

Lists of job duties: _____

Employer: _____ Phone Number: _____

Address: _____

Starting/finishing job title: _____ Reason for leaving: _____

Immediate Supervisor: _____ May we contact for reference? Yes/No

Starting/finishing employment dates: _____ Starting/finishing salary: _____

Lists of job duties: _____

Comments (include explanations of any gaps in your employment): _____

References

List name and telephone numbers of three business/work references who are NOT related to you or previous supervisors. If not applicable, list three schools or personal references that are NOT related to you.

<u>Name</u>	<u>Telephone number</u>	<u># of Years Known</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Additional Information

List professional, trade, business, or civil associations and any offices held.

Exclude memberships that would reveal race, color, religion, sex, national origin, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

<u>Organization</u>	<u>Offices Held</u>
1. _____	_____
2. _____	_____
3. _____	_____

List any special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

List any additional information that you would like us to consider

Application Statement

I certify that all the 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 cancel further consideration of this application, or 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, employers, and public agents, licensing authorities and educational institutions and to otherwise verify the accuracy of all the 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 question on this application is 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. I understand that no supervisor or 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 in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT

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

Signature of Applicant _____ **Date** ____/____/____