



**Employment History:**

Starting with your most recent employer, provide the following information.

<b>Employer</b>		Telephone #
Street address	City	State
Starting job title/final job title		Dates employed
Immediate supervisor and title (for most recent position held)		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Reason for leaving:		
Summarize the type of work performed and job responsibilities:		
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary      \$      per		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary      \$      per
Compensation (starting)		Compensation (final)

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Reason for leaving:		
Summarize the type of work performed and job responsibilities:		
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary      \$      per		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary      \$      per
Compensation (starting)		Compensation (final)

**Skills and Qualifications**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position in which you are applying.

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**Computer Skills** (Check appropriate boxes. Include software titles and years of experience)

- Word Processing \_\_\_\_\_ Years \_\_\_\_\_
- Spreadsheet \_\_\_\_\_ Years \_\_\_\_\_
- Presentation \_\_\_\_\_ Years \_\_\_\_\_
- E-Mail \_\_\_\_\_ Years \_\_\_\_\_
- Internet \_\_\_\_\_ Years \_\_\_\_\_
- Other \_\_\_\_\_ Years \_\_\_\_\_

Interests/Accomplishments: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

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**Educational Background**

Starting with your most recent school attended, provide the following information:

Name and Address of School:	Major Course Studied	Graduated/ Degree/Certification
High School: circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 <input type="checkbox"/> GED		
College or University:		
College or University:		
Other School (Technical, Vocational, Graduate, etc.):		

List any scholarships, academic honors, awards or special achievements:

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**References**

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of years known
			( )	
			( )	
			( )	

**Applicant Statement**

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

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 truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

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

**I understand that an employment offer shall be conditioned upon:**

- the successful completion of a test for illegal drugs and controlled substances as prescribed by the Company.
- the successful completion of a due diligence background check which may include at a minimum the Social Security Association, Alias and Maiden Name Research, National Sex Offender Search, Criminal History and Federal Court Criminal Check. Credit reports are not conducted as a part of this process at this time.

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 (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**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.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_