



# Education

	Elementary School					High School				Undergraduate College/ University				Graduate/ Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/ Degree																	
Describe Course of Study																	
Describe, any specialized Training, apprenticeship, Skills, and extra-curricular Activities																	
Describe any honors you May have received																	
State any additional information You feel may be helpful to us in Considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	<u>FLUENT</u>	<u>GOOD</u>	<u>FAIR</u>
<u>SPEAK</u>			
<u>READ</u>			
<u>WRITE</u>			

<p>List professional, trade, business or civic activities and offices held.  <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:</i></p>

# References

<p>Give name, address and telephone number of three references who are not related to you and are not previous employers.</p>
1.
2.
3.

Have you ever had any job-related training in the United States military?  Yes  No  
 If Yes, please describe

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

## **Employment Experience**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Length Of Service	Work Performed
Address		
	Hourly rate/ Salary Starting    Final	
Telephone		
Job Title                  Supervisor		

Reason for leaving:

Employer	Length Of Service	Work Performed
Address		
	Hourly rate/ Salary Starting    Final	
Telephone		
Job Title                  Supervisor		

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	Hourly rate/ Salary Starting    Final	
Telephone		
Job Title                  Supervisor		

Reason for leaving:

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

### **Special Skills and Qualifications**

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

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# *Applicant's Statement*

I certify that answers given herein are true and complete to the rest 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.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employee in writing.

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

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer      Date

Employed       Yes       No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_      Hourly Rate/  
Salary \_\_\_\_\_      Department \_\_\_\_\_

By \_\_\_\_\_  
Name and Title      Date

## **NOTES**

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