



## EDUCATION

	Name & Location	Years Completed	Major	Degree
High School				
College/University (undergrad)				
College/University (graduate)				
Military, Trade, Other				

## EMPLOYMENT HISTORY

List below your present and previous three employers, starting with your most recent employer.

① Employer/Company: \_\_\_\_\_

Is this your current employer? Y / N

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Position: \_\_\_\_\_

Start Date/End Date: \_\_\_\_\_ Starting/Ending Salary: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

List the jobs you held, responsibilities, duties performed, skills used or learned: \_\_\_\_\_

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

If you are presently working for this employer, may we contact them? Y / N

② Employer/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Position: \_\_\_\_\_

Start Date/End Date: \_\_\_\_\_ Starting/Ending Salary: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

List the jobs you held, responsibilities, duties performed, skills used or learned: \_\_\_\_\_

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

③ Employer/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Position: \_\_\_\_\_

Start Date/End Date: \_\_\_\_\_ Starting/Ending Salary: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

List the jobs you held, responsibilities, duties performed, skills used or learned: \_\_\_\_\_

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

### SPECIAL SKILLS & QUALIFICATIONS

Summarize your skills or qualifications related to this position.

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

Summarize your equipment and computer operation skills related to this position.

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

Summarize any applicable awards, recognitions, or certifications you have received.

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

### REFERENCES

List three references who are not related to you and are not previous employers.

Name	Relationship	Company & Title	Phone Number
1.			
2.			
3.			

#### PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW

The facts set forth in this application for employment are true and complete. I understand that if employed, false statements, omissions, or misleading statements on this application shall be considered sufficient cause for dismissal and I agree that my prospective employer shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. My prospective employer is hereby authorized to investigate my employment history, including the contacting of the employers listed on the previous page. I hereby release my former employers from all liability on account of furnishing information regarding my work record to my respective employer. (If there is a particular employer you do not wish us to contact, please indicate which one and why.) I understand and agree to abide by all company procedures and safety rules, including submitting to substance abuse testing, if requested, as a condition of continued employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_