



**EDUCATION**

List each elementary, junior high, middle, and high school you have attended. Whether part-time or full-time, list each trade, night school, business college, university, or any specialized training you have attended. Start with the most recent school you attended.

Name of School	Location of school (address, city, and state)	Attendance dates:		Graduate		Degrees or # of units
		From	To			
A.						
B.						
C.						
D.						
E.						
F.						
G.						

Describe any job-related training received in the United States Military

---



---



---



---

Summarize special job-related skills and qualification required from employment or other experience.

---



---



---



---

## EMPLOYMENT HISTORY

**Begin with the most recent job and list your complete work history in chronological order.** Include in sequence all part time jobs, periods of employment, unemployment, voluntary service, and military service.

<b>A.</b>	Dates: From _____ To _____	Name of Employer:	Job title/position:
Address of Employer:		Description of Duties:	
Total time employed:	Full name/address of immediate supervisor:	Home phone: ( ) -	Work phone: ( ) -
Salary:	Full name/business address of co-worker:	Home phone: ( ) -	Work phone: ( ) -
Reason for Leaving:			
<b>B.</b>	Dates: From _____ To _____	Name of Employer:	Job title/position:
Address of Employer:		Description of Duties:	
Total time employed:	Full name/address of immediate supervisor:	Home phone: ( ) -	Work phone: ( ) -
Salary:	Full name/business address of co-worker:	Home phone: ( ) -	Work phone: ( ) -
Reason for Leaving:			
<b>C.</b>	Dates: From _____ To _____	Name of Employer:	Job title/position:
Address of Employer:		Description of Duties:	
Total time employed:	Full name/address of immediate supervisor:	Home phone: ( ) -	Work phone: ( ) -
Salary:	Full name/business address of co-worker:	Home phone: ( ) -	Work phone: ( ) -
Reason for Leaving:			
<b>D.</b>	Dates: From _____ To _____	Name of Employer:	Job title/position:
Address of Employer:		Description of Duties:	
Total time employed:	Full name/address of immediate supervisor:	Home phone: ( ) -	Work phone: ( ) -
Salary:	Full name/business address of co-worker:	Home phone: ( ) -	Work phone: ( ) -
Reason for Leaving:			
<b>E.</b>	Dates: From _____ To _____	Name of Employer:	Job title/position:
Address of Employer:		Description of Duties:	
Total time employed:	Full name/address of immediate supervisor:	Home phone: ( ) -	Work phone: ( ) -
Salary:	Full name/business address of co-worker:	Home phone: ( ) -	Work phone: ( ) -
Reason for Leaving:			

## REFERENCES

List as many persons other than relatives or past employers who know you well enough to give current or former information about you. If a post office box number or rural route number is used, include street address and accurate directions to residence/business. Use attached sheets if necessary.

A. Name (last, first, middle):	Mailing Address:	Home phone: ( ) -	Years known:
Employer's Name:	Employer's Address:	Work phone: ( ) -	Work hours:
B. Name (last, first, middle):	Mailing Address:	Home phone: ( ) -	Years known:
Employer's Name:	Employer's Address:	Work phone: ( ) -	Work hours:
C. Name (last, first, middle):	Mailing Address:	Home phone: ( ) -	Years known:
Employer's Name:	Employer's Address:	Work phone: ( ) -	Work hours:
D. Name (last, first, middle):	Mailing Address:	Home phone: ( ) -	Years known:
Employer's Name:	Employer's Address:	Work phone: ( ) -	Work hours:

## Applicant's Statement

I certify that answers given herein are true and complete to the best 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 1 year. 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.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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.

**I give authorization for an investigation of a criminal background check being completed for this position of employment.**

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

\_\_\_\_\_  
Date