

List professional, trade, business or civic activities and offices held.

(You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status)

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

EDUCATION

	Elementary	High	College/University	Graduate/Professional
School Name				
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 Specialized Training, Apprenticeship, Skills and Extra-curricular Activities:				
Honors Received:				

State any additional information you feel may be helpful to us in considering your application:

EXPERIENCE

List all positions you have held in the last 10 years. Account for volunteer, part-time, military, summer positions, and periods of unemployment, etc. **IT IS CRITICAL THAT YOU PROVIDE COMPLETE INFORMATION.** List each change of title or promotion separately. Resumes may be attached. Check the Job Announcement for details on the qualifications. Start with your present or most recent position and work backwards. Attach additional sheets as necessary. You may exclude organization names that indicate race, color, religion, gender, national origin, disability or other protected status.

From: _____ To: _____ Job Title: _____ Hours/Week: _____

Employer Name & Address: _____

Verify by calling: _____ Telephone: _____

Duties: _____

Reason for Leaving: _____

From: _____ To: _____ Job Title: _____ Hours/Week: _____

Employer Name & Address: _____

Verify by calling: _____ Telephone: _____

Duties: _____

Reason for Leaving: _____

From: _____ To: _____ Job Title: _____ Hours/Week: _____

Employer Name & Address: _____

Verify by calling: _____ Telephone: _____

Duties: _____

Reason for Leaving: _____

From: _____ To: _____ Job Title: _____ Hours/Week: _____

Employer Name & Address: _____

Verify by calling: _____ Telephone: _____

Duties: _____

Reason for Leaving: _____

From: _____ To: _____ Job Title: _____ Hours/Week: _____

Employer Name & Address: _____

Verify by calling: _____ Telephone: _____

Duties: _____

Reason for Leaving: _____

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience:

AGREEMENT: Read Carefully Before Signing

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application or interview may be justification for refusal of, or if employed, termination from employment.
2. It is my understanding that a thorough investigation of my entire work history may be done and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. I agree that my employment may be terminated at any time without liability for wages or salary except such as may have been earned at the date of such termination. I understand and agree that I may be required to take a physical examination at any time to determine if I am physically fit for the job I am to perform, and, I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment.
4. Although every effort to accommodate individual preferences, will be made, we may at times make the following conditions mandatory; overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.

I further understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is at will and that wages, benefits and conditions can be changed at any time. I have read and understand the above.

Applicant Signature: _____ Date: _____

