

EDUCATION

School	Name and Address Of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone Number:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone Number:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone Number:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone Number:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for Leaving:			

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

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

ADDITIONAL INFORMATION

Other Qualifications. Summarize special job-related skills and qualifications acquired from employment or other expenses.

SPECIALIZED SKILLS (Skills/Equipment Operated)

___ PC/MAC ___ Typewriter WPM _____	___ Spreadsheet ___ Microsoft Office ___ Shorthand WPM _____	Other (list) _____ _____ _____
State any additional information you feel may be helpful to us in considering your application.		

PERSONAL/PROFESSIONALS REFERENCES (Do not include family members or past supervisors.)

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANTS' STATEMENT

I certify that answers given herein are true and complete.

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 90 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.

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 acknowledge 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.

<hr/> <p>Signature of Applicant</p>	<hr/> <p>Date</p>
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