

Education

	Name & Address Of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

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

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

Employment Experience

1	Employer	Dates		Work Performed
		From	To	
	Address			
	Telephone Numbers:	Hourly Rate/Salary		
		Starting	Final	
Job Title				
Reason for leaving				
2	Employer	Dates		Work Performed
		From	To	
	Address			
	Telephone Numbers:	Hourly Rate/Salary		
		Starting	Final	
Job Title				
Reason for leaving				
3	Employer	Dates		Work Performed
		From	To	
	Address			
	Telephone Numbers:	Hourly Rate/Salary		
		Starting	Final	
Job Title				
Reason for leaving				
4	Employer	Dates		Work Performed
		From	To	
	Address			
	Telephone Numbers:	Hourly Rate/Salary		
		Starting	Final	
Job Title				
Reason for leaving				

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

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

Additional Information

Other Qualifications

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

Specialized Skills

(Please check skills/equipment operated.)

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3, Qpro, Excel	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Microsoft Office 2003	_____

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

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accomodation, the activities involved in the job or occupation for which you have applied? YES NO

REFERENCES

1 _____
(Name) (Phone Number)

_____ (Address)

2 _____
(Name) (Phone Number)

_____ (Address)

3 _____
(Name) (Phone Number)

_____ (Address)

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 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.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is 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.

 Signature of Applicant

 Date

FOR PERSONNEL DEPARTMENT USE ONLY			
Position (s) Considered for:			

Date:			

Arrange Interview	Yes	NO	
Employed Verification	Yes	No	Date of Employment
Job Title _____	Hourly Rate/Salary _____		
Department _____			
By			
_____			_____
Name and Title			Date
Reference Checks:			
Notes:			