

D	PREVIOUS EMPLOYMENT: Start with your present or last job and list all employment experiences. If any additional space is needed, please use an extra sheet of paper.				
	1 Current Employer	EMPLOYER:	DUTIES:	DATES EMPLOYED	
				FROM	TO
		ADDRESS:			
		JOB TITLE:	SUPERVISOR:	HOURLY RATES/SALARY	
			STARTING	FINAL	
	REASON FOR LEAVING OR WANTING TO LEAVE:				
	2 Previous Employer	EMPLOYER:	DUTIES:	DATES EMPLOYED	
				FROM	TO
		ADDRESS:			
		JOB TITLE:	SUPERVISOR:	HOURLY RATES/SALARY	
			STARTING	FINAL	
	REASON FOR LEAVING OR WANTING TO LEAVE:				
	3 Previous Employer	EMPLOYER:	DUTIES:	DATES EMPLOYED	
				FROM	TO
		ADDRESS:			
		JOB TITLE:	SUPERVISOR:	HOURLY RATES/SALARY	
			STARTING	FINAL	
	REASON FOR LEAVING OR WANTING TO LEAVE:				
	4 Previous Employer	EMPLOYER:	DUTIES:	DATES EMPLOYED	
			FROM	TO	
ADDRESS:					
JOB TITLE:		SUPERVISOR:	HOURLY RATES/SALARY		
		STARTING	FINAL		
REASON FOR LEAVING OR WANTING TO LEAVE:					
5	MAY WE CALL YOUR PRESENT EMPLOYER NOW? If not, when may we call?				
	YES NO PHONE: ()				
E Special Considerations	1	IF A LICENSE OR CERTIFICATE IS NEEDED TO PERFORM THE WORK IN THE POSITION APPLIED FOR, PLEASE COMPLETE THE FOLLOWING:			
		<u>Driver's License Number:</u>	<u>Name of Trade or Profession License Number:</u>		
	2	INCLUDE AN EXPLANATION OF ANY GAPS IN EMPLOYMENT:			

F References	1	GIVE THE NAME OF THREE REFERENCES. PLEASE DO NOT INCLUDE RELATIVES OR PREVIOUS EMPLOYERS.			
		NAME	RELATIONSHIP	ADDRESS	PHONE NUMBER
G Activities	1	LIST OFFICES HELD IN SCHOOL, CIVIC CLUBS, OR BUSINESS ORGANIZATIONS. YOU MAY OMIT THOSE THAT INDICATE SEX, RACE, COLOR, RELIGION, OR NATIONAL ORIGIN:			
	2	CURRENT HOBBIES, INTERESTS, OR FAVORITE RECREATION:			
H Military	1	Branch of U.S. Military Service :	2	Highest Rank Attained:	
	3	Military Occupation Specialty and/or Major Duties:			
	4	Describe any job-related training you experienced in the military:			
I Comments	1	LIST ANY SKILLS AND ABILITIES THAT YOU POSSESS THAT WILL BE HELPFUL IN DOING THE JOB APPLIED FOR:			
Please read before completing application.					
J Acknowledgements	1	I certify that the answers given herein are true and complete to the best of my knowledge.			
	2	I authorize investigation of all statements contained in this employment application and additional job-related background investigation as may be necessary in arriving at an employment decision.			
	3	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.			
	4	I understand that neither this document nor any verbal promises made by the employer or representative employee may be constituted as an employment contract.			
	5	I understand and acknowledge that, unless otherwise defined by law, policies and procedures, or rules and regulations, any employment relationship with this organization is of an "at-will" nature, which means that either the employee or employer may terminate the relationship at any time, with or without cause or advance notice.			
	6	I understand that this application is the property of the employing organization. This application must be signed and dated below before I will receive consideration for employment.			
	7	Signature (Please sign - Do not type or print)			8

NOTE: A Resume may be attached to this application to provide additional information, but may not be substituted for a completed and signed Employment Application Form.

FOR PERSONNEL DEPARTMENT USE ONLY

Position applied for is OPEN: YES NO	Position(s) considered for:
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Application reviewed by:	Date:
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Remarks:

Arrange Interview: YES NO	If yes, Date:	Time:
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Interviewed by (List Participants):

Employed: YES NO	Date of employment:
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Position Title:	Department:	Starting Salary:
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