



# EDUCATION

	Elementary School	High School	Technical School	College	Other
School Name and Location					
Years Completed	4 5 6 7 8	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma Degree		Yes No	Yes No	Yes No	
Major Course(s) of Study					

Summarize special skills and training not listed above:

Describe honors received:

List professional, trade, business, or civil activities and offices held.  
 You may exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status:

## EMPLOYMENT EXPERIENCE

Start with your present or most recent position.

Employer Name: JOB TITLE:	Dates Employed		Describe Nature of Duties
Address  City	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
If not currently still employed, state reason for leaving:			

Employer Name: Job Title	Dates Employed		Describe Nature of Duties
Address  City:	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
If not currently employed, state reason for leaving:			

Employer Name:	Dates Employed		Describe Nature of Duties
Job Title	From	To	
Address			
City:			
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
If not currently employed, state reason for leaving:			

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experiences:
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Are you able to perform the essential requirements of the job as described in Yes\_\_\_\_ No\_\_\_\_

Have you been given a copy of the job description? Yes \_\_\_ No\_\_\_\_\_

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

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I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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 documentation 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.

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Signature of Applicant

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Date

**REFERENCES - Professional Only**

Professional references are those who are not related to you and can speak to your work style, ethic, knowledge etc.

**1)** Name: \_\_\_\_\_

Title (Working relationship) \_\_\_\_\_

Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Company Name (Where you worked together) \_\_\_\_\_

Company Name: (Currently) \_\_\_\_\_

Years Associated: \_\_\_\_\_

E-Mail \_\_\_\_\_

**2)** Name: \_\_\_\_\_

Title (Working relationship) \_\_\_\_\_

Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Company Name (Where you worked together) \_\_\_\_\_

Company Name: (Currently) \_\_\_\_\_

Years Associated: \_\_\_\_\_

E-Mail \_\_\_\_\_

**3)** Name: \_\_\_\_\_

Title (Working relationship) \_\_\_\_\_

Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Company Name (Where you worked together) \_\_\_\_\_

Company Name: (Currently) \_\_\_\_\_

Years Associated: \_\_\_\_\_

E-Mail \_\_\_\_\_