



# EMPLOYMENT HISTORY

Instructions: List below beginning with your most recent position all of your work experience including military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin. Please do not submit a resume in lieu of completing this portion of the application.

Name of Employer:

Employer's Address (Street, City, State, Zip Code):

Type of Business:

Supervisor's Name and Phone Number:

Your Job Title:

Do you supervise other employees?

Yes

No

Job Titles of Those You Supervise:

Dates of Employment: From: Mo/Day/Yr

Starting Salary:

Ending Salary:

Job Duties:

To: Mo/Day/Yr

Reason For Leaving:

Name of Employer:

Employer's Address (Street, City, State, Zip Code):

Type of Business:

Supervisor's Name and Phone Number:

Your Job Title:

Do you supervise other employees?

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No

Job Titles of Those You Supervise:

Dates of Employment: From: Mo/Day/Yr

Starting Salary:

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Job Duties:

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No

Job Titles of Those You Supervise:

Dates of Employment: From: Mo/Day/Yr

Starting Salary:

Ending Salary:

Job Duties:

To: Mo/Day/Yr

Reason For Leaving:

All applicants must provide at least three (3) employment related references:

- |    | NAME  | ADDRESS | TELEPHONE | RELATIONSHIP |
|----|-------|---------|-----------|--------------|
| 1. | _____ | _____   | _____     | _____        |
| 2. | _____ | _____   | _____     | _____        |
| 3. | _____ | _____   | _____     | _____        |

# EDUCATION AND TRAINING

Do you have a high school diploma or GED? \_\_\_ Yes \_\_\_ No If not, what is the highest grade completed?

If you have a GED (High School Equivalency Diploma): Year Awarded \_\_\_\_\_ State Awarded \_\_\_\_\_

Name, City & State of Last High School Attended:

COLLEGES ATTENDED CITY & STATE	MAJOR FIELD	DEGREE AWARDED	DATES ATTENDED	
			FROM	TO
OTHER TRAINING (including business, trade, military, etc.)			TOTAL	
NAME OF SCHOOL	CITY, STATE	TYPE OF TRAINING	HOURS	WEEKS

**SPECIAL QUALIFICATIONS:** (apprenticeships, skills, academic or professional awards, etc.)

- OTHER QUALIFICATIONS:**
- Data Entry or Key Boarding skills
  - Power Tools or Motor Equipment (list tools and equipment below)
  - Computer Skills (list specific hardware and/or software below)
  - Other (list below)

## GENERAL INFORMATION

**INSTRUCTIONS:** The information listed below must be completed by all applicants. Failure to complete this information truthfully may result in disqualification from consideration for employment. Affirmative responses to these questions will not automatically exclude you from employment consideration. Applicants may attach additional sheets if necessary:

- If you have had disciplinary actions taken against you by any previous employer, please describe the facts and circumstances.
- Have you ever been discharged or asked to resign from any position for reasons other than disability?  
 Yes  No If yes, please explain.
- Have you been convicted of a felony or, having been convicted, released from a prison or other detention facility within the past ten years? Do not include any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated?  Yes  No

If yes, on a separate sheet of paper attached to this application, please give dates, place of conviction, charge and disposition of each case. Note: A conviction record will not necessarily bar you from employment.

**DATE:** \_\_\_\_\_ **SIGNATURE OF APPLICANT:** \_\_\_\_\_