

Employer	Employed	Type of work performed	Present or last salary	Reason for Leaving
Address/City	from _____ mo./yr.			
Name of supervisor	to _____ mo./yr.			
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EDUCATION

School	Name & Location of School	Circle Last Year Completed	Major Course	Diploma and/or Degree?
High School		9 10 11 12		
College		1 2 3 4 more		
Business or Trade School		Months Attended		

If you served in the U.S. Armed Forces, briefly describe skills acquired _____

PERSONAL INFORMATION

Are you legally authorized to work in the U.S.? Yes _____ No _____

(NOTE: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.)

Name, address and telephone number of someone other than a household member we can contact in case of emergency _____

Are you at least 18 years of age? Yes _____ No _____

Have you ever been convicted of a crime (felony)? Yes___ No___ (A conviction does not automatically bar you from employment.)

If yes, give details_____

If you are an experienced operator of any office machines or equipment, please list _____
_____ Typing speed _____ wpm Shorthand _____ wpm

If you are an experienced operator of any plant machines or equipment, please list _____

Do you have any other skills you wish to mention? _____

Are you presently employed? Yes___ No___ If so, may we contact your present employer? Yes___ No___

If hired, when would you be available? _____ Salary requirements? _____

REFERENCES

Name of Reference	_____	_____
Occupation	_____	_____
Address	_____	_____
City, State, Zip	_____	_____
Telephone	_____	_____

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment to any prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

Signature _____ Date _____