



## EDUCATION

Type of School	Name and Location of School	Course of Study	Circle Last Year Completed	Credits or Diploma/Certificate
HIGH SCHOOL			1 2 3 4	
COLLEGE			1 2 3 4	
OTHER			1 2 3 4	

I possess a high school diploma or GED (General Education Degree) YES \_\_\_\_\_ NO \_\_\_\_\_

SKILLS: \_\_\_ Typewriter (WPM: \_\_\_\_\_) \_\_\_ Computer \_\_\_ Calculator \_\_\_ Other \_\_\_\_\_

**EMPLOYMENT HISTORY** Complete all present and past employment, beginning with your most recent. Do not omit any prior jobs. Write on the back of this document if necessary.

I. Name of Company/Institution	Positions(s) Held	Salary	From: Mo.	Yr.	To: Mo.	Yr.	Reason For Leaving
Address		\$..... per					
Telephone Name of Supervisor		\$..... per					
Type of Business		\$..... per					
Briefly summarize experience gained, including special training you received							

II. Name of Company/Institution	Positions(s) Held	Salary	From: Mo.	Yr.	To: Mo.	Yr.	Reason For Leaving
Address		\$..... per					
Telephone Name of Supervisor		\$..... per					
Type of Business		\$..... per					
Briefly summarize experience gained, including special training you received							

III. Name of Company/Institution	Positions(s) Held	Salary	From: Mo.	Yr.	To: Mo.	Yr.	Reason For Leaving
Address		\$..... per					
Telephone Name of Supervisor		\$..... per					
Type of Business		\$..... per					
Briefly summarize experience gained, including special training you received							

Have you ever been convicted of or plead guilty or "no contest" to any crime(s) other than simple traffic citations?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please specify the date of conviction and nature of the crime(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please note that a conviction or plea will not necessarily result in the rejection of your application.

**PERSONAL REFERENCES**  
(Do not list past or present employers or relatives)

Name & Occupation	Address	Phone
_____	_____	_____
_____	_____	_____

Why do you want to work for us?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the past, what job have you enjoyed the most?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the past, what job have you disliked the most?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything else you want us to know when we consider your employment application? (Special training, noteworthy achievements, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I voluntarily give the Company permission to contact anyone that it deems appropriate to investigate or verify any information I have given, or to discuss my background, past performance, or suitability for employment. I specifically authorize my former employers to furnish their records of my service, and my reason for leaving their employ, together with all information that they may have concerning me. I further consent to being discussed by any person contacted for information about me, and I waive all rights to bring any action for defamation, invasion of privacy, or any other cause of action against the Company, and against anyone contacted as a result of what he or she may say about me.

I certify that all statements made by me on this application are true and complete to the best of my knowledge, and that I have withheld nothing that would affect this application unfavorably. I acknowledge that misrepresentations or omissions will be cause for rejection, or will be cause for subsequent dismissal if I am hired.

I understand that, if I am offered a job, the Company may give me a test for controlled or prohibited substances at any time, if the Company has an objective, good-faith, reasonable suspicion that I am working while under the influence of controlled or prohibited substances. I also understand that if I am offered a job in a safety-sensitive position, my employment may be contingent on my passing a physical examination by a physician designated by the Company. I also understand that if I am offered a job in a safety-sensitive position, I may be subject to testing for controlled or prohibited substances on a random basis. A "safety-sensitive" position is a job in which use of controlled or prohibited substances by an employee could cause injury to the employee or to others.

I UNDERSTAND THAT I AM APPLYING FOR A POSITION AS AN EMPLOYEE-AT-WILL. I UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT IS NOT CONTRACTUAL AND WILL BE FOR NO DEFINITE PERIOD OF TIME, THAT I WILL BE FREE TO LEAVE EMPLOYMENT WITH THE COMPANY AT ANY TIME AND FOR ANY REASON AND THAT THE COMPANY MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I UNDERSTAND THAT NOTHING IN ANY OF THE COMPANY'S WRITTEN POLICIES, HANDBOOKS, OR OTHER DOCUMENTS MAY BE CONSTRUED AS CREATING ANY CONTRACTUAL OBLIGATIONS ON THE PART OF THE COMPANY. FURTHERMORE, I UNDERSTAND THAT NO ONE AT THE COMPANY IS AUTHORIZED TO MAKE ANY WRITTEN OR VERBAL CONTRACT OR PROMISE RELATING TO MY EMPLOYMENT UNLESS THE CONTRACT IS SET FORTH IN WRITING AND IS SIGNED BY BOTH A CORPORATE OFFICER OF THE COMPANY AND ME.

---

Signed

---

Date