

# EMPLOYMENT HISTORY (TO BE COMPLETED BY ALL APPLICANTS)

GIVE EMPLOYMENT RECORD AS COMPLETE AS POSSIBLE. LISTING CURRENT OR MOST RECENT EMPLOYER FIRST. SHOW UNEMPLOYED OR SELF-EMPLOYED PERIODS AND INDICATE DATES AND COMMENT ON EACH PERIOD. INCLUDE PART-TIME OR SUMMER WORK ONLY IF YOU ARE A RECENT GRADUATE. YOU MAY USE EXTRA SHEETS FOR ADDITIONAL INFORMATION. **RESUMES MAY BE SUBMITTED, BUT NOT AS A SUBSTITUTE FOR THE FOLLOWING INFORMATION.**

COMPANY NAME (CURRENT OR LAST)	ADDRESS	TELEPHONE	DATES EMPLOYED (MONTH/YEAR) FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME AND TITLE	TYPE OF BUSINESS	BASE RATE OF PAY (HR./WEEK/MONTH) START: _____ END: _____
DESCRIPTION OF DUTIES:			REASON FOR LEAVING

IF STILL EMPLOYED, MAY WE CONTACT THIS EMPLOYER?  YES  NO

COMPANY NAME (NEXT PREVIOUS)	ADDRESS	TELEPHONE	DATES EMPLOYED (MONTH/YEAR) FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME AND TITLE	TYPE OF BUSINESS	BASE RATE OF PAY (HR./WEEK/MONTH) START: _____ END: _____
DESCRIPTION OF DUTIES:			REASON FOR LEAVING

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*If additional space is required, please attach a separate page.*

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

I CERTIFY THAT ALL ANSWERS OR STATEMENTS I HAVE MADE ON THIS APPLICATION OR ON MY RESUME OR OTHER SUPPLEMENTARY MATERIALS ARE TRUE AND CORRECT WITHOUT OMISSIONS. I ACKNOWLEDGE THAT ANY FALSE STATEMENT OR MISREPRESENTATION ON THIS APPLICATION, ACCOMPANYING RESUME OR SUPPLEMENTARY MATERIALS WILL BE CAUSE FOR REFUSAL TO HIRE OR FOR IMMEDIATE DISMISSAL FROM EMPLOYMENT AT ANY TIME DURING THE PERIOD OF MY EMPLOYMENT. I AUTHORIZE MY PAST EMPLOYERS AND/OR SCHOOLS TO FURNISH ANY INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND/OR EDUCATION. I RELEASE THIS COMPANY AND ALL PERSONS AND ORGANIZATIONS FROM ALL CLAIMS AND LIABILITIES OF ANY NATURE ARISING FROM SUCH INVESTIGATIONS OR THE SUPPLYING OF INFORMATION FOR SUCH INVESTIGATIONS. IN MAKING THIS APPLICATION FOR EMPLOYMENT I UNDERSTAND THAT I MAY ALSO BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION, INCLUDING CREDIT, MOTOR VEHICLE RECORD AND CRIMINAL RECORD. (SHOULD A CONSUMER INVESTIGATIVE REPORT BE REQUESTED IN CONNECTION WITH YOUR EMPLOYMENT, DO YOU WISH TO RECEIVE A COPY OF SUCH INVESTIGATIVE REPORT?  YES  NO

I HAVE NO OBJECTION TO MAKING APPLICATION FOR A FIDELITY BOND OR SECURITY CLEARANCE, SIGNING AN EMPLOYEE AGREEMENT ON CONFIDENTIAL INFORMATION AND INVENTIONS OR TAKING A PHYSICAL/MEDICAL EXAMINATION AT ANY TIME AT THE OPTION AND EXPENSE OF THE COMPANY. IF HIRED, I WILL BE REQUIRED TO SUBMIT PROOF OF MY ELIGIBILITY TO WORK IN THE UNITED STATES. I UNDERSTAND THAT MY EMPLOYMENT IS AT WILL AND, AS SUCH, IS FOR NO DEFINITE PERIOD OF TIME AND MAY BE TERMINATED AT ANY TIME BY THE COMPANY OR BY ME WITH OR WITHOUT CAUSE. I HAVE READ AND UNDERSTAND THE FOREGOING STATEMENTS AND ACCEPT THE SAME AS CONDITIONS OF EMPLOYMENT.

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