

PREVIOUS EMPLOYMENT: (Use additional sheets if necessary to describe all previous employment)

Company _____ Address _____ (Street) _____ (City) _____ (State) _____

Telephone _____ Kind of Business _____ Name and Title of Immediate Supervisor _____
(Include Area Code)

Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

EDUCATION:

Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Trade School _____	_____	_____	_____	_____

Commercial courses completed (Include skills, typing, shorthand, business machines, personal computers, etc.) _____

GENERAL:

Are you authorized to work in the United States? _____ Yes _____ No (Proof of citizenship or immigration status will be required upon employment.)

Are you 18 years old or older? _____ Yes _____ No How did you happen to contact our company? _____

Are you available to work full-time _____ part-time _____ temporary _____? If part-time, indicate maximum hours per week _____

What position are you applying for? _____ Starting salary desired _____

Can you perform the essential functions of the job with or without reasonable accommodation? _____ Yes _____ No

Are you currently on layoff or leave from another employer? _____ Yes _____ No

CONVICTION INFORMATION:

Have you ever been convicted of a crime that has not been annulled, except for minor traffic violations? _____ Yes _____ No (If yes, please fill in information below.)

Conviction information will not necessarily bar an applicant from employment.

Date	Reason	Disposition of Case	Place
1. _____	_____	_____	_____
2. _____	_____	_____	_____

NOTICE: PLEASE READ BEFORE SIGNING

- If I am hired, I agree to abide by the rules and policies of the Company.
- I understand that if I am hired, my employment will be for no definite period and that my employment and compensation can be terminated with or without cause and with out notice, at any time, at the option of either the Company or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damage that may result from furnishing same to you. I also release the Company and its agents from all liability from damages arising from this research of my background.
- I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Company policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read and fully understand the above Notice Section.

_____ (Print Name) _____ (Signature) _____ (Date)