

EMPLOYMENT HISTORY

List all employers for the past 5 years, starting with the most recent position. All information **Must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From	Employer Name	Supervisor Name	Starting Salary
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason For Leaving	
Duties & Responsibilities			

Employed From	Employer Name	Supervisor Name	Starting Salary
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason For Leaving	
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Employed From	Employer Name	Supervisor Name	Starting Salary
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Employed From	Employer Name	Supervisor Name	Starting Salary
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason For Leaving	
Duties & Responsibilities			

REFERENCES:

List four references – three professional and one personal (of someone not living with you). All information **MUST** be completed. If information is listed on your resume, please note.

PROFESSIONAL REFERENCE:

First Name	Last Name	Title	Years Known
Email Address	Daytime Phone	Cell Number	Company Name
Business Address		City, State, Zip	
OFC USE ONLY:			

PROFESSIONAL REFERENCE:

First Name	Last Name	Title	Years Known
Email Address	Daytime Phone	Cell Number	Company Name
Business Address		City, State, Zip	
OFC USE ONLY:			

PROFESSIONAL REFERENCE:

First Name	Last Name	Title	Years Known
Email Address	Daytime Phone	Cell Number	Company Name
Business Address		City, State, Zip	
OFC USE ONLY:			

CHARACTER/PERSONAL REFERENCE:

First Name	Last Name	Relationship	Years Known
Email Address	Daytime Phone	Cell or Work Number	Employer (if applicable)
Home Address		City, State, Zip	
OFC USE ONLY:			

GENERAL

Yes

No

May we contact your current employer for references?

If hired, will you be able to work overtime?

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by this company, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize this company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to this company.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with this company is intended to create an employment contract between myself and this company under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or this company at any time for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for the completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Printed Name

Date

Office use only:

___/___/___ Date interviewed

By whom: _____

References contacted: _____

Offer of employment: ___ Emailed ___ Mailed ___ Faxed

Hired: ___ Yes ___ No Date Notified: ___/___/___ Start Date: ___/___/___