

MILITARY RECORDS:

Were you in the Armed Forces? Yes No If yes, what branch? _____

Date of duty: _____ to _____
 month day year month day year

List duties and special training: _____

Type of discharge: _____

Are you now a member of a military reserve or National Guard?

Indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
 (You may exclude those which indicate race, color, religion, sex or national origin): _____

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

EMPLOYMENT EXPERIENCE:

EMPLOYER TELEPHONE ()	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			

EMPLOYER TELEPHONE ()	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			

EMPLOYER TELEPHONE ()	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			

EMPLOYER TELEPHONE ()	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			

EMPLOYER TELEPHONE ()	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			

If you need additional space, please continue on a separate sheet of paper.

SPECIAL SKILLS AND QUALIFICATIONS:

List any special licenses (including driver’s license) or certifications you hold which are necessary or useful in the position you are applying for. Note type of licenses and state where issued and the expiration date.

List machines operated which are necessary or useful in the position you have selected.

List useful experiences, qualifications, or skills that relate to the position for which you are applying (Example: Volunteer work, supervision exercised, computer skills, typing speed, etc.)

EDUCATION & TRAINING:

CIRCLE THE HIGHEST GRADE YOU COMPLETED:		8	9	10	11	12	GED
Colleges or Universities Attended	Date of Attendance	Major			Degree/Diploma Y/N		
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Other Related Training							
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Honors Received:

State any additional information you feel may be helpful to us in considering your application.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment. I understand that false and misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEW DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____

NAME AND TITLE

DATE