



# EMPLOYMENT HISTORY

Start with your MOST CURRENT JOB. Include any job-related military assignments or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1. EMPLOYER \_\_\_\_\_ DATES EMPLOYED FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_  
ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
JOB TITLE \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
DESCRIPTION OF DUTIES \_\_\_\_\_  
\_\_\_\_\_

2. EMPLOYER \_\_\_\_\_ DATES EMPLOYED FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_  
ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
JOB TITLE \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
DESCRIPTION OF DUTIES \_\_\_\_\_  
\_\_\_\_\_

3. EMPLOYER \_\_\_\_\_ DATES EMPLOYED FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_  
ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
JOB TITLE \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
DESCRIPTION OF DUTIES \_\_\_\_\_  
\_\_\_\_\_

4. EMPLOYER \_\_\_\_\_ DATES EMPLOYED FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_  
ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
JOB TITLE \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
DESCRIPTION OF DUTIES \_\_\_\_\_  
\_\_\_\_\_

PLEASE INDICATE WHETHER YOU WERE EVER EMPLOYED OR ENROLLED UNDER A NAME OTHER THAN THAT USED ON THIS APPLICATION:  YES  NO

IF YES, PLEASE SPECIFY NAME(S): \_\_\_\_\_

DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED BY THIS COMPANY?  YES  NO  
IF YES, PLEASE LIST NAME(S) AND DEPARTMENT(S) WHERE EMPLOYED:

\_\_\_\_\_

SUMMARIZE ANY SPECIAL SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCES THAT MAY QUALIFY YOU TO WORK WITH OUR COMPANY:

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

LIST ANY JOB-RELATED LICENSES, CERTIFICATES, etc. (Please include driver's license *only* if required to perform the functions of the position.)

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

DESCRIBE ANY SPECIAL ACCOMPLISHMENTS, PUBLICATIONS, AWARDS, etc.

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

ADD ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER.

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

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## REFERENCES

Please give the names and telephone numbers of three business references. They should include previous supervisors or managers, coworkers, clients, or others who know your job performance. If not applicable, list three school or professional references who are not related to you.

1. NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
POSITION \_\_\_\_\_ COMPANY \_\_\_\_\_
2. NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
POSITION \_\_\_\_\_ COMPANY \_\_\_\_\_
3. NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
POSITION \_\_\_\_\_ COMPANY \_\_\_\_\_

# APPLICANT'S STATEMENT

I certify that the information in the application form is true and correct to the best of my knowledge, and I agree to have any of the statements checked by the Company unless I have indicated otherwise. I authorize the references listed above, as well as all other individuals the Company contacts, to provide any and all information concerning my previous employment and any other pertinent information they may have. Further, I release all parties from any and all liability for any damages that may result from furnishing such information to the Company, as well as from the use or disclosure of such information by the Company or any of its agents, employees, or representatives.

I understand that any misrepresentation or omission by me in this application or any other form that I prepare or sign, may result in my failure to receive an offer of employment, or if I have been hired, in my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the Company as amended by the Company from time to time at its discretion. I understand that as a condition of initial and continued employment, the Company's dispute resolution procedure will be the recognized means of settling employment-related claims.

Employment with the Company is on an "at-will" basis and may be terminated by either the employee or the Company at any time with or without cause or notice. No commitment or other term of employment shall be inferred or otherwise assumed from any source whatsoever, written or oral. Employment for any specified duration shall not be valid or binding on the employee or Company unless it is expressly set forth in a written document and signed by the employee and by the President of the Company. Employment-at-will is a term and condition of employment and continued employment for all persons employed by the Company.

I also understand that all offers of employment are conditioned on the Company's receipt of satisfactory responses to reference requests, background clearance as required for specific positions, and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

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SIGNATURE OF APPLICANT

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DATE

## ***AN EQUAL OPPORTUNITY EMPLOYER***

*All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, sexual orientation, medical condition or disability, or any other status protected by applicable state or federal civil rights laws.*

# **APPLICATION FOR EMPLOYMENT**

## **AN EQUAL OPPORTUNITY EMPLOYER**

- If you need an accommodation to participate in the application process -- for example, to take a pre-employment test or to participate in an interview -- you may request such an accommodation. Please let us know of this need within a reasonable amount of time in order for us to comply with your request.
- If you are under 18 years of age, you must show a work permit or other proof of eligibility to work.
- If you are hired, federal law requires that you bring us original documents verifying your identity and your eligibility to work in the United States. If you are offered a job, we will tell you the appropriate documents to bring. We cannot enter you onto the payroll until we see the documents, so we request that you bring them on your first day of work. Federal law prohibits us from continuing your employment if the necessary documents are not brought in by the third business day following your employment.
- We reserve the right to conduct drug and alcohol testing in accordance with state and federal law.

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION**

- Please complete the entire application, even if you are also giving us a resume.
- Be sure to sign the application on the last page.
- The section on the bottom of page 1 is "For Office Use Only". Please do not write in this section.
- A "Voluntary Self-Identification" section is enclosed (please see reverse) to enable us to offer all applicants equal opportunity. Please read the purpose of the section. This section will be removed from the application before the application is reviewed.