



|                                |  |          |                    |
|--------------------------------|--|----------|--------------------|
| From                           | To   | Employer | Telephone<br>( )   |
| Job Title                      | Address  |          | City / State / Zip |
| Immediate Supervisor and Title | Summarize the nature of work performed and job responsibilities  |          |                    |
| Reason for leaving             | Hourly Rate/Salary<br>Start \$                      per                      Final \$                      per |          |                    |

**Skills and Qualifications**

Summarize any training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position you are applying for \_\_\_\_\_

**Educational Background**

| Name and Location | Years Completed | Did You Graduate?                 | Still Attending? |
|-------------------|-----------------|-----------------------------------|------------------|
| High School       |                 |                                   | Yes      No      |
| College           |                 | Major                      Degree | Yes      No      |
| Other             |                 |                                   | Yes      No      |

**References**

| Name | Telephone Number | Years Known |
|------|------------------|-------------|
|      | Area Code<br>( ) |             |
|      | Area Code<br>( ) |             |
|      | Area Code<br>( ) |             |

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

**Signature of Applicant**

**Date**