





Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_

Full-Time Position (No. of Hours) \_\_\_\_\_ Part-Time Position (No. of Hours) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

**ADDITIONAL PROFESSIONAL REFERENCES**

**PERSONAL REFERENCES**

Name \_\_\_\_\_ Name \_\_\_\_\_

Position/Company \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Home, work or cell? \_\_\_\_\_ Phone \_\_\_\_\_ Home, work or cell? \_\_\_\_\_

E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Position/Company \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Home, work or cell? \_\_\_\_\_ Phone \_\_\_\_\_ Home, work or cell? \_\_\_\_\_

E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the information that I have supplied in the application process is true and complete to the best of my knowledge and understand that falsified statements of any kind, misrepresentations, and/or omissions of fact may result in the rejection of my consideration for employment or may be considered sufficient basis for disciplinary action, up to and including dismissal, from subsequent employment. I, therefore, authorize the Company to investigate all statements supplied in the application process and to discuss the results of such with those responsible for hiring. I further authorize the Company to contact my former employers, listed references, or other persons who can verify information, and give my consent for former employers and the contacted persons to respond to questions pertaining to my application for employment. I release from liability such former employers or other persons contacted and providing information to the Company. In addition, I hereby release the Company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Company. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the application and interview process shall be deemed to constitute the terms of employment contract (actual or implied). I understand that any employment offered is for an indefinite duration and is at will. I further understand that, in the absence of a written contract to the contrary, either I or the Company may terminate my employment at any time with or without cause.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_