



**EDUCATION**

	High School	Technical College	College	Other
School Name and Location				
Years Completed	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma Degree	Yes No	Yes No	Yes No	
Major Course(s) of Study				

Summarize special skills and training not listed above:

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Describe honors received:

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List professional, trade, business, or civil activities and office held:  
 You may exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status:

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**References**

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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Employment Experience**

Start with your present or most recent position. If information is already on your resume, fill in only those items not listed on your resume, (i.e. reason for leaving, salary, etc.).

1. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number (s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

2. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number (s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
3. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number (s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
4. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number (s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

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

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**Are you able to perform the essential requirements of the job?** **Yes**      **No**

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

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

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**I certify that the answers given 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, to include a criminal background check and verification by E-verify that I am authorized to work in the United States.**

**I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.**

**In the event of employment, I understand that false or 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 Employer.**

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**Signature of Applicant**

**Date**