



Job Title	_____	Duties:	_____
Employer	_____		_____
Address	_____		_____
	_____		_____
Phone	( ) _____		_____
Type of Business	_____		_____
Immediate Supervisor	_____		_____
Supervisors' Title	_____	Equipment Used	_____
<b>Salary</b>	Start _____ Finish _____		
<b>Dates</b>	Mo/Yr _____ To Mo/Yr _____	Number of Employees Supervised	_____
	Full Time _____ Part Time _____ Hrs/Week _____	Reason for Leaving	_____
Job Title	_____	Duties:	_____
Employer	_____		_____
Address	_____		_____
	_____		_____
Phone	( ) _____		_____
Type of Business	_____		_____
Immediate Supervisor	_____		_____
Supervisors' Title	_____	Equipment Used	_____
<b>Salary</b>	Start _____ Finish _____		
<b>Dates</b>	Mo/Yr _____ To Mo/Yr _____	Number of Employees Supervised	_____
	Full Time _____ Part Time _____ Hrs/Week _____	Reason for Leaving	_____
Job Title	_____	Duties:	_____
Employer	_____		_____
Address	_____		_____
	_____		_____
Phone	( ) _____		_____
Type of Business	_____		_____
Immediate Supervisor	_____		_____
Supervisors' Title	_____	Equipment Used	_____
<b>Salary</b>	Start _____ Finish _____		
<b>Dates</b>	Mo/Yr _____ To Mo/Yr _____	Number of Employees Supervised	_____
	Full Time _____ Part Time _____ Hrs/Week _____	Reason for Leaving	_____

List all computer software programs you know how to operate: \_\_\_\_\_

Typing Speed: (words per minute) \_\_\_\_\_ Shorthand speed: (words per minute) \_\_\_\_\_

List all machinery and/or office equipment you know how to operate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all licenses (including driver's license), certificates, or other authorizations to practice a trade or profession:

Type:	License Number:	Expiration Date:	Granted by (licensing board):
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any honors, awards, or special achievements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use this space for any additional information you think would help us evaluate your application and qualifications for employment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Yes or No**

Have you ever been convicted of:

A. Felony \_\_\_\_\_

B. Misdemeanor \_\_\_\_\_

C. Any Traffic infraction (moving violation) \_\_\_\_\_

If yes, please explain and give dates: \_\_\_\_\_

*(A conviction does not automatically eliminate you from employment consideration. The nature of the offense, when it occurred, and the requirements of the position will be taken into consideration.)*

**Yes or No**

Have you ever been fired or asked to resign from a job: \_\_\_\_\_

*(A firing or forced resignation does not automatically eliminate you from employment consideration. The circumstances, time lapsed, and employment record may be considered.)*

**Failure to be completely truthful and accurate may cause you to be disqualified from employment.**

