

EDUCATION & TRAINING (Please list all education and specialized experience which you feel relate to the position applied for and would help you in the performance of your job.)

	Name	Area of Study/Training	# of Years	Graduated? Yes/No Degree Received
High School				
College				
College				
Trade/Business				
Other				

Additional Work Skills _____

Skills: Typing (WPM) _____ Shorthand (WPM) _____ Other _____

EMPLOYMENT RECORD (List below your last four employers, starting with present or most recent)

Date		Name, Address & Phone of Employer	Salary/Wage	Position
Month and Year				
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES (List three persons not related to you whom you have known for at least one year)

Name	Address	Home Phone	Yrs. Known

In the event the company is unable to contact you at the number listed on page one, how may we reach you?

Name	Address	Phone Number

VERIFICATIONS/SIGNATURE:

1. I authorize the investigation of all matters which the company deems relevant to my qualifications for employment, including all statements contained in this application, and I release from all liability any persons or employers supplying such information and I also release the Company from all liability which might result from making the investigation.
2. I understand and agree that I may be required to take a drug and alcohol screen as a condition of hire or continued employment. I agree to consent to take such tests at such times designated by the Company, and I agree to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such tests.
3. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts in this application or in any other required documents, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered.
4. I understand that, if I am hired, I agree to conform to all existing and future Company rules and regulations. I also understand that, if I am hired, my employment is for no specific duration and that the Company reserves the right to change wages, hours and working conditions as deemed necessary.
5. I have read and reviewed the above statements and other information I provided on this application.

Yes _____ No _____

Date _____ Signature _____

This application becomes void after 60 days unless renewed by you.
