



**Employment History**

Provide the following information of your past and current employers, assignment or volunteer activities, starting with the most recent. Explain any gaps in employment in **Comments** section below.

EMPLOYER	Telephone # ( )	Dates Employed From To		Summarize the type of work performed and job responsibilities
Address				
		Hourly Rate/Salary		
Starting Job Title:		\$	Per	
Final Job Title:		\$	Per	
Immediate Supervisor: Reason for Leaving:		May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later		
EMPLOYER	Telephone # ( )	Dates Employed From To		Summarize the type of work performed and job responsibilities
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Immediate Supervisor: Reason for Leaving:		May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later		

**Comments** Including explanation of any gaps in employment \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been employed here before? .....  Yes  No  
 If yes, give dates ..... From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

**Required Submittance for Certified Applicants** (check all that are included with application)

- Resume     Official Transcripts     Certification     3 Letters of Reference

**Additional Information**

If necessary, best time to call you at home is ..... : \_\_\_\_ AM/PM

May we contact you at work? .....  Yes  No

If yes, work number and best time to call ..... ( ) ..... : \_\_\_\_ AM/PM

Are you legally eligible for employment in this country?.....  Yes  No

Are you able to meet the attendance requirements of the position?.....  Yes  No

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? .....  Yes  No

If yes, please provide dates(s) and details (see Application Disclosure Affidavit)

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

**List professional, trade, business or civic association and any offices held.**

Memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, or veteran/reserve national guard status need not be included below.

<u>Organization</u>	<u>Offices Held</u>

**References (for Classified Applicants)**

<u>Name</u>	<u>Telephone</u>	<u>Number of Years Known</u>

List any additional information you would like us to consider. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for six months. A Letter of Intent should be submitted for each position I wish to be considered for, and at that time my application on file will be updated. At the conclusion of the six months, if I still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_