

II. Employment Record

1.

Company Name (Current Most Recent Employer)

Position Held

Address

City, State, Zip

Dates Employed

From

To

Manager/Supervisor

Telephone

Summary of Duties

Reason for Leaving

May we contact this employer for a reference? _____ Yes _____ No(_____ Reason)

2.

Company Name

Position Held

Address

Dates Employed

From

To

Manager/Supervisor

Telephone

Summary of Duties

Reason for Leaving

May we contact this employer for a reference? _____ Yes _____ No(_____ Reason)

3.

Company Name

Position Held

Address

Dates Employed

From

To

Manager/Supervisor

Telephone

Summary of Duties

Reason for Leaving

May we contact this employer for a reference? _____ Yes _____ No(_____ Reason)

NOTE: Use a separate sheet to list additional employers, if necessary.

III. References *(Please do not include relatives or former employers)*

1.	_____	_____
	Name	Years Known
	_____	_____
	Address	Telephone

	Occupation	
2.	_____	_____
	Name	Years Known
	_____	_____
	Address	Telephone

	Occupation	
3.	_____	_____
	Name	Years Known
	_____	_____
	Address	Telephone

	Occupation	

IV. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work?
2. Are you applying for: Regular Full-time work ()Yes ()No
 Regular Part-time work ()Yes ()No
 Temporary work, e.g., Summer or Holiday work ()Yes ()No
3. Do you have any objection to working overtime?
()Yes ()No
4. Can you work overtime without prior notice?
()Yes ()No
5. Can you work on Saturday?
()Yes ()No
6. Can you work on Sunday?
()Yes ()No
7. Can you travel if required by this position?
()Yes ()No

V. Signature / Authorization

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Date

Signature of Applicant