



# EMPLOYMENT

Please give accurate, complete & full-time and part-time employment record. Start with your present or most recent employer.

<b>1</b>	Company Name	Telephone ( )
	Address	Employed - (State month and year) From _____ To _____
	Name of Supervisor	Salary Start _____ Last _____
	State Job Title and Describe Your Work _____	Reason for leaving

<b>2</b>	Company Name	Telephone ( )
	Address	Employed - (State month and year) From _____ To _____
	Name of Supervisor	Salary Start _____ Last _____
	State Job Title and Describe Your Work _____	Reason for leaving

<b>3</b>	Company Name	Telephone ( )
	Address	Employed - (State month and year) From _____ To _____
	Name of Supervisor	Salary Start _____ Last _____
	State Job Title and Describe Your Work _____	Reason for leaving

<b>4</b>	Company Name	Telephone ( )
	Address	Employed - (State month and year) From _____ To _____
	Name of Supervisor	Salary Start _____ Last _____
	State Job Title and Describe Your Work _____	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	<b>DO NOT CONTACT</b>
	Employer Number(s) _____ Reason _____

Explain any gaps in employment \_\_\_\_\_  
\_\_\_\_\_

## Personal References - List below three persons not related to you, whom you have known at least one year.

Name	Phone Number	Relationship	Years Acquainted
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Applicant's Signature**

Please read and understand this statement before signing your application:

The information I have provided in this application for employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application does not constitute an employment contract. If I accept an offer of employment I understand the employer may terminate at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has the authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

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**I fully understand and accept all terms and conditions in the above statement.**

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Applicant's Signature

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Date Signed

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In case of Emergency notify:

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Phone Number:

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**DO NOT - WRITE BELOW THIS LINE - OFFICE USE ONLY**

Position: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Department: \_\_\_\_\_ Shift: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ Starting Rate: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

INS for 1-9 completed? Yes ( ) No ( )

Comments: \_\_\_\_\_

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