

EMPLOYMENT RECORD (List most recent first)

Name of Company _____ Address _____ Phone _____

Dates of Employment: From _____ To _____ Salary Start: \$ _____ per _____

Type of Business: _____ Last: \$ _____ per _____

Your Position/Title _____ Supervisor _____

Reason for Leaving _____

Briefly Describe Your Duties and Responsibilities: _____

Name of Company _____ Address _____ Phone _____

Dates of Employment: From _____ To _____ Salary Start: \$ _____ per _____

Type of Business: _____ Last: \$ _____ per _____

Your Position/Title _____ Supervisor _____

Reason for Leaving _____

Briefly Describe Your Duties and Responsibilities: _____

Name of Company _____ Address _____ Phone _____

Dates of Employment: From _____ To _____ Salary Start: \$ _____ per _____

Type of Business: _____ Last: \$ _____ per _____

Your Position/Title _____ Supervisor _____

Reason for Leaving _____

Briefly Describe Your Duties and Responsibilities: _____

Explain and give details of any period of unemployment longer than 30 days: (Use additional sheet if needed)

REFERENCES: (Other than relatives) (List Three)

Name	Complete Address	Phone	Occupation	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I authorize investigation of any information provided on this application. I also authorize investigation of my employment record and references. I understand that any misrepresentation is cause for voiding this application or termination of employment if hired. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without any prior notice.

Date _____ Signature of Applicant _____

ADDENDUM TO EMPLOYMENT APPLICATION

Additional information regarding question #8. Conviction Record. If you answered yes, and have been convicted of a felony or misdemeanor in the past seven (7) years, please provide additional information such as the date of the offense, the seriousness and nature of the offense, and rehabilitation completed.

Applicant Signature: _____ Date: _____

(Please note: The organization reserves the right to reject individuals for employment regarding job related convictions. A conviction record will not necessarily be a bar to employment. Factors such as the seriousness and nature of the violation and rehabilitation will be taken into account).

REFERENCE CHECK
HOLD HARMLESS STATEMENT

I hold harmless any company or individual furnishing information regarding my employment or personal background that may be used in connection with this application for employment.

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment or furnished elsewhere, as may be necessary in arriving at an employment decision.

I understand that misrepresentation of any material fact may be cause for rejection of my application or termination of my employment.

I understand also that if employed I am required to abide by all rules and regulations of the company.

Applicant Name (print or type)

Applicant Acknowledgment

Date

Company Representative

Date