
Employment (List last three places of employment, giving present employer first: include volunteer services)

Present Employer: _____ Job title: _____

Address: _____

Supervisor's Name: _____ Telephone number: _____

Salary \$: _____ Dates of employment: from _____ to: _____

Reason for leaving: _____

Previous Employer: _____ Job title: _____

Address: _____

Supervisor's Name: _____ Telephone number: _____

Salary \$: _____ Dates of employment: from _____ to: _____

Reason for leaving: _____

Previous Employer: _____ Job title: _____

Address: _____

Supervisor's Name: _____ Telephone number: _____

Salary \$: _____ Dates of employment: from _____ to: _____

Reason for leaving: _____

CLERICAL APPLICANTS ONLY FILL OUT THIS PART

Can you run the following business machines?

- computer calculator postage other _____

Typing speed: _____ Shorthand speed: _____ Speed writing: _____

Miscellaneous

For the purpose of Reference checks, if you were employed under another name, please state the name: _____

Have you been convicted of a misdemeanor, other than a first offense within the last five years?

- yes no

Have you ever been convicted of a felony? yes no

If you saw an advertisement for a position in the newspaper, what newspaper? _____

Were you referred by one of our employees? yes no

If so list name: _____

If you would like to add any additional information about yourself, please do so: _____

Signature

Date