

EMPLOYMENT RECORD

List all previous employers beginning with your most recent job. Please include summer jobs, part-time jobs and self-employment.

May we contact your present or most recent employer? ___ Yes ___ No

Name & address of employer	Dates Employed		Salary		Reason for leaving
	From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
Company Name					
Address					
City State Zip					
Position					

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Address					
City State Zip					
Position					

If you need more space, please request a separate sheet of paper.

Please list your special skills and experiences that you believe especially useful for the position for which you are applying. Include any training experience, or additional education you have which is not included above, including correspondence courses, vocational schools, military service schools and in service training. Please list the dates when such training took place.

OFFICE WORK

If you are applying for position requiring typing or shorthand ability, please supply the following information:

Number of words per minute: _____ typing _____ shorthand

Do you have computer experience? ____ Yes ____ No List software you are familiar with:

List other office machines which you can operate:

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I hereby acknowledge that I have read the above statement and understand the same.

Signature of Applicant

Date