



**EMPLOYMENT RECORD** (List most recent first)

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Name of Company \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

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: \_\_\_\_\_

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Name of Company \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

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: \_\_\_\_\_

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Name of Company \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

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: \_\_\_\_\_

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

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**REFERENCES: (Other than relatives or former employers) (List Three)**

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Name	Complete Address	Phone	Occupation	Years Known
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Name	Complete Address	Phone	Occupation	Years Known
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Name	Complete Address	Phone	Occupation	Years Known
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I certify that the information provided is true and accurate to the best of my knowledge. I authorize investigation of any information provided on this application and authorize investigation of my employment record and references. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that any misrepresentation, falsification or omission 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, please provide additional information such as the date of the offense, the seriousness and nature of the offense and rehabilitation completed.

(Please note: A conviction record will not necessarily be a bar to employment. Factors such as seriousness and nature of the violation and rehabilitation will be taken into account.)

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Additional Comments:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_