

Name: _____

Page 2 of 3

Work History

Please provide a complete list of your work history for the last 10 years, including periods of unemployment.
Please list your most current employment first. ** Use an additional sheet if necessary

Employer: _____

Phone No: _____

Address: _____
(street) (City) (state) (zip code)

Position/Title: _____ Supervisor: _____

Dates of Employment: From: _____ To: _____ Starting Salary: _____ Ending Salary: _____

Job Duties:

Reason for Leaving: _____

If any period of unemployment after this job, please explain:

Employer: _____

Phone No: _____

Address: _____
(street) (City) (state) (zip code)

Position/Title: _____ Supervisor: _____

Dates of Employment: From: _____ To: _____ Starting Salary: _____ Ending Salary: _____

Job Duties:

Reason for Leaving: _____

If any period of unemployment after this job, please explain:

Employer: _____

Phone No: _____

Address: _____
(street) (City) (state) (zip code)

Position/Title: _____ Supervisor: _____

Dates of Employment: From: _____ To: _____ Starting Salary: _____ Ending Salary: _____

Job Duties:

Reason for Leaving: _____

If any period of unemployment after this job, please explain:

Name: _____

Page 3 of 3

Professional Affiliations

Please list any professional affiliations, memberships, and accreditations you have received:

Skills and Training

Please check off the skills that apply to you:

- | | | |
|---|---|---|
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Written/Verbal Communication | <input type="checkbox"/> Administration & Management |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Strategizing & Problem Solving | <input type="checkbox"/> General Accounting Practices |
| <input type="checkbox"/> Computer Proficiencies | <input type="checkbox"/> General Financial Management | <input type="checkbox"/> Multitasking & Prioritizing |
| <input type="checkbox"/> Self Motivated | <input type="checkbox"/> Willingness to learn | <input type="checkbox"/> Ability to maintain professional rapport |

Other specific skills and/or training (computer training, software applications, equipment, techniques, etc.)

References - Please include at least 2 employment references

Name: _____

Occupation: _____ Number of Years Known: _____

Relationship to You: _____ Telephone Number: _____

Name: _____

Occupation: _____ Number of Years Known: _____

Relationship to You: _____ Telephone Number: _____

Name: _____

Occupation: _____ Number of Years Known: _____

Relationship to You: _____ Telephone Number: _____

Applicant's Statement

I certify that the information contained in this application and any attachments is true and correct to the best of my knowledge. I consent to having any of the information verified by the company. I authorize my references and supervisors to provide information concerning my previous employment. I release all parties from any and all liability for damages that may result from furnishing such information, as well as from the use of or disclosure of such information by the company or its agents. I understand that any misrepresentation or material omission in this application may result in my failure to receive an offer or, if I am hired, in my dismissal.

I UNDERSTAND AND AGREE THAT IF I AM HIRED MY EMPLOYMENT CAN BE TERMINATED AT WILL, WITH OR WITHOUT CAUSE, AT ANY TIME, EITHER AT MY OPTION OR AT THE OPTION OF THE COMPANY. No representative of the company other than the President has any authority to agree to the contrary. Further, the President may not alter the at-will nature of the employment unless done so specifically in a written agreement signed by both of us.

I understand that any offer of employment is contingent on the satisfactory results of an employment reference check

I understand that all offers of employment are conditioned on my providing satisfactory proof of my identity and legal authority to work in the U.S.

Signed: _____ Date: _____