

EDUCATION HISTORY

	Name and Address of School	Course of Study or Major	Circle Last Year Completed <i>(please circle)</i>	Diploma and/or Degree Earned <i>(please circle)</i>
Elementary School			4 5 6 7 8	Yes No
High School			9 10 11 12	Yes No
Undergraduate School			1 2 3 4	Yes No
Graduate/Professional School			1 2 3 4	Yes No
Other (Specify)				

Describe any specialized training, apprenticeship, job-related skills and qualifications that pertain to the position you are applying for: _____

Describe any job-related training received in the United States military:

List professional, trade, business or civic activities and offices held *(You may exclude membership (s) which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):*

EMPLOYMENT HISTORY – Please complete fully. Do not leave any blanks. Do not enter “See CV or Resume.”

Last/Current Employer

Employer’s Address

(_____) _____
Telephone Number

Job Title

Supervisor

Reason for Leaving

From _____ to _____
Dates Employed

Beginning \$ _____ Ending \$ _____
Hourly Rate/Salary

Please explain the work you performed in this job. _____

Previous Employer

Employer’s Address

(_____) _____
Telephone Number

Job Title

Supervisor

Reason for Leaving

From _____ to _____
Dates Employed

Beginning \$ _____ Ending \$ _____
Hourly Rate/Salary

Please explain the work you performed in this job. _____

Previous Employer

Employer’s Address

(_____) _____
Telephone Number

Job Title

Supervisor

Reason for Leaving

From _____ to _____
Dates Employed

Beginning \$ _____ Ending \$ _____
Hourly Rate/Salary

Please explain the work you performed in this job. _____

ADDITIONAL INFORMATION

Record of Conviction:

During the last ten years, have you ever been convicted of a crime, other than a minor traffic offense? ___ Yes ___ No

If yes, please explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age at time, and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment within the last seven (7) years?

___ Yes ___ No If yes, please explain: _____

Ever you ever worked under another name? ___ Yes ___ No If yes, what was the other name(s) and what was the reason for the change? Name: _____ Reason: _____

Can you perform the essential functions of the position for which you are applying? ___ Yes ___ No If no, please explain (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question). _____

PROFESSIONAL/BUSINESS REFERENCES – Please do not include individuals related to you.

1.

First Name Last Name

Address

(_____) _____

Telephone Number

Relationship to Applicant

2.

First Name Last Name

Address

(_____) _____

Telephone Number

Relationship to Applicant

3.

First Name Last Name

Address

(_____) _____

Telephone Number

Relationship to Applicant

APPLICANT'S STATEMENT

I certify that all answers given by me are true, accurate, and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without any cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged, in writing, by an authorized executive of this College.

If hired, I agree to abide by all the company rules and regulations. I understand the College and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the College, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document authorized by the President or the Executive Vice President, or to make any agreement contrary to the foregoing.

Signature of Applicant

Date