



**II. Educational History**

School Name/Location / Years Completed / Degree/Diploma

Elem/Jr. High: \_\_\_\_\_

High School: \_\_\_\_\_

College: \_\_\_\_\_

Tech. Training: \_\_\_\_\_

Other: \_\_\_\_\_

**III. Employment Record** *(Please include all employment for the last five years.)*

1. \_\_\_\_\_  
Company Name (Current or Most Recent Employer)      Position Held

\_\_\_\_\_      Dates Employed: \_\_\_\_\_  
Address      From      To

\_\_\_\_\_      \_\_\_\_\_  
Manager / Supervisor      Telephone      Wage/Salary

\_\_\_\_\_

Reason For Leaving

2. \_\_\_\_\_  
Company Name      Position Held

\_\_\_\_\_      Dates Employed: \_\_\_\_\_  
Address      From      To

\_\_\_\_\_      \_\_\_\_\_  
Manager / Supervisor      Telephone      Wage/Salary

\_\_\_\_\_

Reason For Leaving



**V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work?  
\_\_\_\_\_

- 2. Do you have any objection to working overtime?    ( ) Yes    ( ) No
- 3. Can you work overtime without prior notice?    ( ) Yes    ( ) No
- 4. Can you work on Saturday?    ( ) Yes    ( ) No
- 5. Can you work on Sunday?    ( ) Yes    ( ) No
- 6. Can you travel if required by this position?    ( ) Yes    ( ) No

**VI. Salary / Hourly Rate Requirements**

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

**VII. Agreement**

It is our policy to check references as part of our hiring process. This may include contacting your former employers, as well as other business associates. We will ask a series of questions about your work experience, character, education and personality.

After reading this policy, please indicate your agreement by signing in the space provided.

I have read and fully understand the foregoing and voluntarily consent to allow the Organization to check my references. Questions may be asked about my work experience, personality, personal habits and education.

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

\_\_\_\_\_  
Date:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_