

# Work History

**GIVE PRESENT OR MOST RECENT POSITION FIRST.** Information must be complete and accurate.

Can we contact your current employer?:  Yes  No

• Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of pay\*: \_\_\_\_\_ Position held: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

• Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of pay\*: \_\_\_\_\_ Position held: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of pay\*: \_\_\_\_\_ Position held: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

• Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of pay\*: \_\_\_\_\_ Position held: \_\_\_\_\_  
Major responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

*\*Applicant need not answer rate of pay.*

Have you ever been disciplined for absenteeism or tardiness?:  Yes  No

What other special qualifications do you have not listed above? \_\_\_\_\_

Briefly state why you would like to work with our company: \_\_\_\_\_

## **IMPORTANT, PLEASE READ CAREFULLY**

I understand that to be employed I must be lawfully authorized to work in the United States and able to show the employer documents to prove this.

I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I authorize the company to secure records regarding my criminal conviction history from the appropriate law enforcement agencies.

All of the information on this application and made in conjunction with this application is correct and true to the best of my knowledge. I understand that any false or misleading statement made by me in connection with this application or the failure to disclose any material information will be grounds for immediate dismissal. I understand that, if hired, I will have a probationary period during which time I may be terminated at the discretion of the company. Thereafter, the terms of my continued employment will be pursuant to the written employment policies that the company may from time to time determine.

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

*Applications become inactive after 90 days. If you wish to be considered after that time, you must complete a new application.*