



## EMPLOYMENT HISTORY

(BEGIN WITH MOST RECENT POSITION)

EMPLOYER	MAY WE CONTACT	DATES EMPLOYED	WAGE RATE
	YES	FROM	START \$
ADDRESS	NO	TO	END \$
POSITION			
CITY, STATE, ZIP CODE	SUPERVISOR		
RESPONSIBILITIES			
TELEPHONE ( )	REASON FOR LEAVING		

EMPLOYER	MAY WE CONTACT	DATES EMPLOYED	WAGE RATE
	YES	FROM	START \$
ADDRESS	NO	TO	END \$
POSITION			
CITY, STATE, ZIP CODE	SUPERVISOR		
RESPONSIBILITIES			
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RESPONSIBILITIES			
TELEPHONE ( )	REASON FOR LEAVING		

## EDUCATION

NAME/LOCATION	MAJOR/COURSE OF STUDY	YEAR COMPLETED
HIGH SCHOOL		
COLLEGE		
BUSINESS/TRADE SCHOOL		

Activities, honors, offices held, organization affiliations that are job related:

Skills in areas such as welding, hydraulics, electrical/electronics, etc:

## MILITARY HISTORY

Branch/Duty/Application Training	Military Specialty	Highest Rank	Special Honors/Service

## ADDITIONAL INFORMATION

Number of days absent/tardy from work during the last twelve (12) months \_\_\_\_\_

Have you ever been terminated or suspended from any previous employment? If so, describe the circumstances:

What professional job related certifications, licenses and/or memberships do you hold? \_\_\_\_\_

With what computer hardware and software programs and other office equipment do you have experiences?

## REFERENCES

NAME/TELEPHONE	ADDRESS	OCCUPATION	YEARS KNOWN

## CONDITIONS FOR EMPLOYMENT

Please read the following statements carefully, as they constitute conditions for possible employment.

1. I certify that all of the information furnished on this application is true, complete, and correct. I understand and agree that any falsification, misrepresentation, or omission of fact, either on this application or during the pre-hire process, will be reason for (1) my not being offered employment or (2) dismissal at any time from the service of the Company, if employed.
2. I authorize the references and previous employers listed in this application to give you any and all information concerning my previous employment and any pertinent information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from any liability for any damages that may result from furnishing same to you.
3. I hereby waive written notice from my employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records. This waiver is made pursuant to Section 6 of Act. N0. 397 of the Public Acts of 1978.
4. If hired, I understand I may be required to take a pre-employment physical examination which will include a test for non-prescription narcotics and which may be repeated during my employment at the request of my employer. I will also have my criminal history and credit history checked. Should any of the above prove to be negative, I understand I may be discharged.
5. This company is an Equal Opportunity Employer. It is our policy to afford equal employment opportunity regardless of race, religion, color, national origin, sex, age, marital status, height, weight, disability or handicap.
6. In consideration of my employment, I agree to conform to the rules and regulations of the company, and I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of either by the company or myself. I understand that no officer or representative of the company other than the president of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and that any such agreement must be in writing.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_