

RESIDENCES: List all the addresses where you have lived since you were eighteen (18) years old, beginning with your present address. List date by month and year. Attach an extra page is necessary.

From:	To:	Address (Include City & State):

Are you currently employed?

Yes

No

On what date would you be available for work?

Have you ever been convicted of a felony?

Yes

No

(Conviction will not necessarily disqualify an applicant from employment) If yes, please explain:

EXPERIENCE AND EMPLOYMENT: Beginning with your present or most recent job, list all employment held in the past ten (10) years, including part-time, temporary, or seasonal. Attach extra pages if necessary.

From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____ Job Title: _____

Duties: _____

Supervisor: _____ Salary: _____

Reason for Leaving: _____

From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____ Job Title: _____

Duties: _____

Supervisor: _____ Salary: _____

Reason for Leaving: _____

From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____ Job Title: _____

Duties: _____

Supervisor: _____ Salary: _____

Reason for Leaving: _____

From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____ Job Title: _____

Duties: _____

Supervisor: _____ Salary: _____

Reason for Leaving: _____

Military History

Have you served in the US Armed Forces: Yes No

Date of Service: From _____ To _____ Branch of Service: _____

Military Service No: _____

MOS: _____

Unit Designation: _____

Highest Rank Held: _____ Rank Held at Discharge: _____

Type of Discharge: _____

Were you ever disciplined while in the military, including Court-Martial, Captain's Mast, Article 15,

Company Punishment, etc.? Yes No

If yes, give details of charge(s) and disposition(s): _____

If you received a discharge other than Honorable, give complete details: _____

EDUCATIONAL HISTORY:

HIGH SCHOOL ATTENDED (including City & State)	Dates Attended		Graduated?	
	<u>From:</u>	<u>To:</u>	<u>Yes</u>	<u>No</u>

College or University Attended: _____

City & State: _____ Dates Attended: _____

Major/Minor: _____

Credits Hours Attempted: _____ Credit Hour Earned: _____

Degree(s) Earned: _____

College or University Attended: _____

City & State: _____ Dates Attended: _____

Major/Minor: _____

Credits Hours Attempted: _____ Credit Hour Earned: _____

Degree(s) Earned: _____

College or University Attended: _____

City & State: _____ Dates Attended: _____

Major/Minor: _____

Credits Hours Attempted: _____ Credit Hour Earned: _____

Degree(s) Earned: _____

College or University Attended: _____

City & State: _____ Dates Attended: _____

Major/Minor: _____

Credits Hours Attempted: _____ Credit Hour Earned: _____

Degree(s) Earned: _____

List other schools attended (Trade, Vocational, Business, etc.), dated attended and certificates earned: _____

SPECIAL QUALIFICATIONS AND SKILLS:

List any special license or certification you hold. Note the licensing authority, original date of issue, and expiration date: _____

List any special machinery or equipment you can operate: _____

If you are fluent in a foreign language, list your degree of fluency in each area (Excellent, Good, Fair, Poor):

<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Understanding</u>	<u>Writing</u>

LEGAL:

Have you ever been charged, arrested, convicted, detained by the police or summoned into court?

Yes No

If yes, complete the following (include juvenile as well as an adult):

<u>Crime</u>	<u>Date</u>	<u>Police Agency/City & State</u>	<u>Disposition</u>

Have you ever been involved as a party in a civil litigation? Yes No

If yes, give details of all litigation: _____

MOTOR VEHICLE

Has your driver's license ever been revoked or suspended? Yes No

If yes, give dates and a full explanation: _____

List all of the traffic citations you have received. Use a separate page to list citations if necessary.

<u>Month & year</u>	<u>Charge</u>	<u>City & State</u>	<u>Disposition</u>

Have you ever been involved in a traffic accident as driver? Yes No

MARITAL STATUS

Single Married Separated Divorced Widowed

Spouse or Significant Other Information:

Name (Wife's Maiden Name): _____

Address: _____

Phone Number: _____ Date of Birth: _____

Employment: _____ Telephone No.: _____

List all children belonging to you or your spouse: (Natural, stepchildren, adopted, and foster)

<u>Name</u>	<u>Relation</u>	<u>DOB</u>	<u>Address</u>

List other dependents and their relationship:

<u>Name</u>	<u>Address</u>	<u>Relationship</u>

List other relatives in the following order: Father, Mother, Brothers, and Sisters

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relation</u>

REFERENCES

List five (5) references that know you well enough to provide current information about you.

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any such misrepresentations, omissions, or falsifications will be grounds for immediate rejection of my application for employment.

Applicant's Signature

Date completed