

Summarize Duties and Responsibilities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Pay: \_\_\_\_\_ Final Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Employer: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor and Title: \_\_\_\_\_ May we Contact for references? Y or N

Summarize Duties and Responsibilities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Pay: \_\_\_\_\_ Final Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**EDUCATION** (if job related)

High School

Name and Address: \_\_\_\_\_ Number of Years Completed: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

College

Name and Address: \_\_\_\_\_ Number of Years Completed: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

Name and Address: \_\_\_\_\_ Number of Years Completed: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

Other

Name and Address: \_\_\_\_\_ Number of Years Completed: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

Name and Address: \_\_\_\_\_ Number of Years Completed: \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ Number of years known: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ Number of years known: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ Number of years known: \_\_\_\_\_

**Applicant Statement:**

I certify that all information I have provided in order to apply for the secure work with the employer is true and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service whenever it is discovered

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies and educational institutions and to otherwise verify the accuracy of all information provided by me with this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for that purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law

I understand that this application remains for only 30 days. At the conclusion of that time, if I have not heard from the employer and I still wish to be consider for employment, it will be necessary to reapply and fill out a new application

If I am hired, I understand that I am free to resign at anytime, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at anytime with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or definite duration. I understand that no supervisor or