



**EMPLOYMENT HISTORY**

LIST MOST RECENT EMPLOYERS FIRST. ACCOUNT FOR ALL PERIODS SINCE LEAVING SCHOOL. USE ADDITIONAL SHEET IF NECESSARY.

COMPANY		ADDRESS		PHONE
STARTING DATE: MO.      YR.	ENDING DATE: MO.      YR.	BEGINNING SALARY: \$                      PER	FINAL SALARY: \$                      PER	
SUPERVISOR (NAME AND TITLE):		YOUR POSITION (TITLE):		
DESCRIPTION OF DUTIES:				
REASON FOR LEAVING:				
MAY WE CONTACT YOUR PRESENT EMPLOYER FOR A REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
MAY WE CONTACT YOU AT YOUR PRESENT EMPLOYMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
IF YES, GIVE PHONE NUMBER (AREA CODE FIRST): _____				
COMPANY		ADDRESS		PHONE
STARTING DATE: MO.      YR.	ENDING DATE: MO.      YR.	BEGINNING SALARY: \$                      PER	FINAL SALARY: \$                      PER	
SUPERVISOR (NAME AND TITLE):		YOUR POSITION (TITLE):		
DESCRIPTION OF DUTIES:				
REASON FOR LEAVING:				
COMPANY		ADDRESS		PHONE
STARTING DATE: MO.      YR.	ENDING DATE: MO.      YR.	BEGINNING SALARY: \$                      PER	FINAL SALARY: \$                      PER	
SUPERVISOR (NAME AND TITLE):		YOUR POSITION (TITLE):		
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SUPERVISOR (NAME AND TITLE):		YOUR POSITION (TITLE):		
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STARTING DATE: MO.      YR.	ENDING DATE: MO.      YR.	BEGINNING SALARY: \$                      PER	FINAL SALARY: \$                      PER	
SUPERVISOR (NAME AND TITLE):		YOUR POSITION (TITLE):		
DESCRIPTION OF DUTIES:				
REASON FOR LEAVING:				

**SKILLS AND INTERESTS**

LIST ANY FOREIGN LANGUAGE AND CHECK THE BOX THAT BEST DESCRIBES YOUR SKILL LEVEL				
LANGUAGE	READ/WRITE	READ/SPEAK	READ ONLY	SPEAK ONLY

**PLEASE INDICATE YOUR EXPERIENCE AS APPLICABLE WITH THE FOLLOWING**

Adding Machine     Typing \_\_\_ WPM     Calculator     Key punch     Speedwriting/Shorthand \_\_\_ WPM

Word Processing Equipment     Computer Hardware Equipment (list) \_\_\_\_\_

Computer Software Packages (list programs) \_\_\_\_\_

Machine Repair/Maintenance (describe) \_\_\_\_\_

Any other skills not listed (describe) \_\_\_\_\_

**DO YOU HAVE ANY SPECIAL INTEREST OR HOBBIES THAT MAY BE BENEFICIAL TO THE COMPANY?**

Do you like working with numbers performing basic math calculations? \_\_\_\_\_

Do you like to teach/train people? \_\_\_\_\_

Do you prefer to work in groups or independently? \_\_\_\_\_

Do you prefer doing manual work that requires using your hands, standing, walking and lifting; or, do you prefer sitting at a desk processing paperwork and handling continuous phone inquiries? \_\_\_\_\_

**MILITARY**

BRANCH OF SERVICE (U.S. only)	DATES
RANK OR RATING AT ENTRY	AT SEPARATION
AWARDS/ CITATIONS	
BRIEFLY DESCRIBE DUTIES AND TECHNICAL SCHOOLS ATTENDED	

**REFERENCES**

LIST PERSONS SUCH AS FORMER CO-WORKERS, SUPERVISORS, ETC. WHO ARE FAMILIAR WITH YOUR EMPLOYMENT BACKGROUND & QUALIFICATIONS. DO NOT LIST RELATIVES OR PERSONAL FRIENDS.

NAME	ADDRESS		
OCCUPATION			BUSINESS PHONE ( )
NAME	ADDRESS		
OCCUPATION			BUSINESS PHONE ( )
NAME	ADDRESS		
OCCUPATION			BUSINESS PHONE ( )

