



# Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

<b>Employer</b>	<b>Dates Employed</b> From                      To		<b>Summarize the nature of the work performed and job responsibilities</b>
Telephone (    )			
<b>Address</b>	<b>Hourly Rate/Salary</b> Starting		
<b>Job Title</b>	\$	Per	
<b>Immediate Supervisor and Title</b>	<b>Hourly Rate/Salary</b> Final		
<b>Reason for Leaving</b>	\$	Per	
May we contact for references?    Yes <input type="radio"/> No <input type="radio"/> Later <input type="radio"/>			

<b>Employer</b>	<b>Dates Employed</b> From                      To		<b>Summarize the nature of the work performed and job responsibilities</b>
Telephone (    )			
<b>Address</b>	<b>Hourly Rate/Salary</b> Starting		
<b>Job Title</b>	\$	Per	
<b>Immediate Supervisor and Title</b>	<b>Hourly Rate/Salary</b> Final		
<b>Reason for Leaving</b>	\$	Per	
May we contact for references?    Yes <input type="radio"/> No <input type="radio"/> Later <input type="radio"/>			

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Telephone (    )			
<b>Address</b>	<b>Hourly Rate/Salary</b> Starting		
<b>Job Title</b>	\$	Per	
<b>Immediate Supervisor and Title</b>	<b>Hourly Rate/Salary</b> Final		
<b>Reason for Leaving</b>	\$	Per	

May we contact for references?    Yes <input type="radio"/> No <input type="radio"/> Later <input type="radio"/>
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List any foreign language(s) you know or speak and check the boxes that describe your skills level.

Language	Speak Some	Speak Fluently	Read	Write

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List professional accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

\_\_\_\_\_

\_\_\_\_\_

**References**

List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, List three professional references that are not related to you.

Name	Telephone	Years Known
	(    )	
	(    )	
	(    )	

**Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for our agency.

\_\_\_\_\_

Typing Speed \_\_\_\_\_ wpm

Shorthand \_\_\_\_\_ wpm

Dictating Skills \_\_\_\_\_ wpm

**Educational Background (if job related)**

A. List last (3) schools attended, starting with last one. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Bank and E. Major and minor field of study (if applicable).

A. School	B. No. Year Completed	C. Degree or Diploma	D. GPA Class Rank	E. Major	E. Minor

List any additional information you would like us to consider. Honors Received: State any additional information you feel may be helpful to us in considering your application

\_\_\_\_\_

\_\_\_\_\_

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract.

In event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

**For Human Resources Department Use Only**

Position (s) applied for .....  Available  Not Available

Other positions considered for: \_\_\_\_\_

Hired.....  Yes  No

Date of Hire \_\_\_\_\_

Position hired for \_\_\_\_\_

EEO Classification \_\_\_\_\_

- 1. Officials and Managers
- 2. Professionals
- 3. Technicians
- 4. Sales
- 5. Office and Clerical
- 6. Craft Workers (skilled)
- 7. Operatives (semi-skilled)
- 8. Laborers
- 9. Service Workers

Notes

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

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

# Voluntary Affirmative Action Information

Applicants Name: \_\_\_\_\_  
Last First Middle

Telephone: \_\_\_\_\_  
Area Code

Address: \_\_\_\_\_  
Street City State Zip Code

As required, we comply with government regulations including Affirmative Action Obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that your survey is **not** a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

**Check one**

.....   
Male  Female

**Check one of the following Race/Ethnic Group**

- Hispanic  Black  White  American Indian/Alaskan Native  Asian/Pacific Islander

***SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES:***

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential, and refusal to provide this information will not adversely affect your consideration for employment.

**If you so wish to be identified, please check if any of the following are applicable:**

- Vietnam Era Veteran  Disabled Veteran  Individual with a Disability

**To be competed by applicant – Not for interview purposes – To be filed separately from application.**

**This information is used to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act or necessitated by another federal law or regulation.**