



**II. Educational History**

School Name/Location / Years Completed / Degree/Diploma

Elem/Jr. High: \_\_\_\_\_

High School: \_\_\_\_\_

College: \_\_\_\_\_

Tech. Training: \_\_\_\_\_

Other: \_\_\_\_\_

**III. Employment Record**

1. \_\_\_\_\_  
Company Name (Current or Most Recent Employer)      Position Held

\_\_\_\_\_      Dates Employed: \_\_\_\_\_  
Address      From      To

\_\_\_\_\_      \_\_\_\_\_  
Manager / Supervisor      Telephone

\_\_\_\_\_

Reason For Leaving

2. \_\_\_\_\_  
Company Name      Position Held

\_\_\_\_\_      Dates Employed: \_\_\_\_\_  
Address      From      To

\_\_\_\_\_      \_\_\_\_\_  
Manager / Supervisor      Telephone

\_\_\_\_\_

Reason For Leaving

3. \_\_\_\_\_  
Company Name      Position Held

\_\_\_\_\_      Dates Employed: \_\_\_\_\_  
Address      From      To

\_\_\_\_\_      \_\_\_\_\_  
Manager / Supervisor      Telephone

\_\_\_\_\_

Reason For Leaving

**IV. References** (*Please do not include relatives or former employers.*)

1. \_\_\_\_\_  
Name Years Known

\_\_\_\_\_

Address Telephone

\_\_\_\_\_

Occupation

2. \_\_\_\_\_  
Name Years Known

\_\_\_\_\_

Address Telephone

\_\_\_\_\_

Occupation

**V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work? \_\_\_\_\_
2. Are you available 24/7? ( ) Yes ( ) No
3. Can you work on Saturday? ( ) Yes ( ) No

**VII. Agreement**

It is our policy to check references as part of our hiring process. This may include contacting your former employers, as well as other business associates. We will ask a series of questions about your work experience, character, education and personality.

After reading this policy, please indicate your agreement by signing in the space provided. I have read and fully understand the foregoing and voluntarily consent to allow the Organization to check my references. Questions may be asked about my work experience, personality, personal habits and education.

\_\_\_\_\_  
Applicant Signature: Date:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_