



**EDUCATION:**

Name, Address and Location

Dates

Graduate?

Courses Studied

High School

 Yes  
  
 No  


Diploma:

College

From:

 Yes  
  
 No  


Diploma:

To:

Trade School

From:

 Yes  
  
 No  


Diploma:

To:

If you did not graduate, why did you leave high school or college? \_\_\_\_\_

Are you planning to pursue further studies? Yes  No  If so, when, where and what courses? \_\_\_\_\_

List any scholastic honors, offices held and activities involved in during high school and college \_\_\_\_\_

List and describe any other School or Specialized Training \_\_\_\_\_

**MILITARY:**Have you ever served in the military? Yes  No 

Service Branch \_\_\_\_\_ Date Entered \_\_\_\_\_

Date Separated \_\_\_\_\_ Final Rank \_\_\_\_\_

**CAPABILITY / RELIABILITY:**Would you be willing and able to perform all of the tasks required by the job you are applying for? Yes  No 

If not, explain which tasks \_\_\_\_\_

Have you filed any type of fraudulent claim against any of your present or past employers? Yes  No 

If yes, explain \_\_\_\_\_

Will you abide by the safety rules of this company? Yes  No Have you ever been disciplined for violating company safety rules or regulations? Yes  No 

If yes, please explain \_\_\_\_\_

How many days of work (or school) have you missed in the last two years? \_\_\_\_\_

How many times have you been late for work (or school) in the last two years? \_\_\_\_\_

Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes  No 

If no, please explain \_\_\_\_\_

## WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

**PLEASE GIVE MONTH AND YEAR.**

**DO NOT REFERENCE YOUR RESUME.**

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay
			From: Mo. ____ Year ____	To: Mo. ____ Year ____	Starting \$____ Ending \$____
Telephone Area Code (     )	Nature of Business				
Title		Reason for Leaving			
Duties					

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay
			From: Mo. ____ Year ____	To: Mo. ____ Year ____	Starting \$____ Ending \$____
Telephone Area Code (     )	Nature of Business				
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Telephone Area Code (     )	Nature of Business				
Title		Reason for Leaving			
Duties					

**SUPPLEMENTAL EMPLOYMENT INFORMATION**

If you worked in any of your previous positions under another name, please give that name(s) \_\_\_\_\_

Are you presently employed? ..... Yes  No

If yes, may we contact your present employer? ..... Yes  No

Have you ever been fired, or asked to resign, from a job? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

**SPECIAL SKILLS**

Do you type? ..... Yes  No  Words Per Minute \_\_\_\_\_

Do you take shorthand? ..... Yes  No  Words Per Minute \_\_\_\_\_

Have you had any computer or word processing experience or training? Yes  No

If yes, please describe \_\_\_\_\_

What languages do you speak fluently? \_\_\_\_\_

Use this space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

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

**REFERENCES**

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

**AFFIDAVIT**

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of the Company. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**COMPANY USE ONLY**

Interviewed by:

Interviewers remarks:

Is the operation of a company vehicle a job requirement? ..... Yes  No

If yes to above, has a request for driver's record been made? ..... Yes  No

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