

EDUCATION

| SCHOOL LEVEL | NAME AND LOCATION | YEARS ATTENDED | DATE GRADUATED | SUBJECTS STUDIED / MAJOR |
|--------------|-------------------|----------------|----------------|--------------------------|
|--------------|-------------------|----------------|----------------|--------------------------|

High School

College

Trade or Business

Special skills or training: typing WPM _____ 10 KEY Y - N

Computer _____

Other skills relevant to job applied for: _____

PERSONAL REFERENCES

| NAME & ADDRESS | TELEPHONE | YEARS KNOWN |
|----------------|-----------|-------------|
|----------------|-----------|-------------|

PERSON TO NOTIFY IN CASE OF EMERGENCY:

| Name | Telephone | Relationship |
|------|-----------|--------------|
|------|-----------|--------------|

I authorize investigation of all statements contained in this application. I understand that misrepresentation of any facts called for will result in immediate dismissal. Further, I understand and agree that should employment be offered, it is for no definite period and may be terminated at any time without previous notice, with or without cause. Any offer of employment is contingent upon applicant providing adequate proof of identity and right to work in the United States.

Date _____ Signature _____

OFFICE USE ONLY

Interview Date: _____ By: _____

Neatness: _____ Character: _____ Ability: _____

Remarks: _____

Hire Date: _____ Employee #: _____ Position: _____

Hourly Rate: _____ Reporting Date: _____ Approved By: _____