



14. List names of all schools attended and major course of study or degrees completed.

	Location	Major Course of Study	Diploma Issued
High School:	_____	_____	_____
College/University:	_____	_____	_____
Graduate School:	_____	_____	_____
Vo-Tech School:	_____	_____	_____

15. Additional Training (workshops, seminars, apprenticeships, military or other training). Include approximate hours or days of training. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. List any relevant licenses or certificates: \_\_\_\_\_

\_\_\_\_\_

### WORK HISTORY

17. Begin with your current or most recent position and work backwards. List each promotion as a separate job. Be as accurate and complete as possible, especially in describing the duties of each position. If you need more space, attach additional sheets using the same format.

A. Current or Most Recent Position:

Dates of Employment: From (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_. Total Years \_\_\_\_\_ Months \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of employees you supervised \_\_\_\_\_. Average hours worked/week: \_\_1-10 \_\_11-20 \_\_21-30 \_\_31+

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Complete description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Next Previous Position:

Dates of Employment: From (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_. Total Years \_\_\_\_\_ Months \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of employees you supervised \_\_\_\_\_. Average hours worked/week: \_\_1-10 \_\_11-20 \_\_21-30 \_\_31+

Reason for Leaving: \_\_\_\_\_

Complete description of duties: \_\_\_\_\_

C. Next Previous Position:

Dates of Employment: From (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_. Total Years \_\_\_\_\_ Months \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of employees you supervised \_\_\_\_\_. Average hours worked/week: \_\_1-10 \_\_11-20 \_\_21-30 \_\_31+

Reason for Leaving: \_\_\_\_\_

Complete description of duties: \_\_\_\_\_

18. Signature: I certify, to the best of my knowledge and belief, that all information provided on this employment application is true and accurate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date