

EMPLOYMENT RECORD

Starting with your present or most recent job, list all your employment experience, including part-time or temporary employment. Do not omit any experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. **RESUMES MAY BE SUBMITTED BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.**

Employer	Employment Dates	Job Description Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Address	From	
Telephone ()	To	
Job Title		
Immediate Supervisor:		
Employer	Employment Dates	Job Description Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
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Address	From	
Telephone ()	To	
Job Title		
Immediate Supervisor:		

If you need additional space, please continue on a separate sheet of paper

May we contact the employers listed above? Yes No If no, indicate which one (s) you do NOT wish us to contact and state the reason why you prefer that we do not contact the employer(s). _____

EDUCATION

Type of School	Name of School	City /State	Number of Years Completed	Graduate?		Course Pursued/ Degrees Granted
				Yes	No	
High School						
College or University						
Business, Trade, Technical, or On-Line School						

Identify any special job-related skills and qualifications acquired from education, employment, volunteer work, or military service.

Identify specific skills related to technology, communications, customer service, or equipment that will be helpful in performing the responsibilities of the position (s) for which you are applying _____

How did you learn of this employment opportunity? Friend Relative Job Posting Job Hotline Job Fair Website Other _____

PERSONAL REFERENCES

List two references who are **not** related to you and are **not** previous employers.

Name	Address	() Telephone No.
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