



**EMPLOYMENT HISTORY**

Dates Employed	Employer	Location	Position	Salary	Reason For leaving

ADDITIONAL INFORMATION (CIVIC ORGANIZATIONS, HOBBIES, SPECIAL INTERESTS OR SKILLS)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES (Not Family)**

NAME	ADDRESS	PHONE	OCCUPATION

**Questions:**

- Do you have Telephone Experience? Y or N  
If yes Explain \_\_\_\_\_
- Do you have Sales Experience? Y or N  
If Yes Explain \_\_\_\_\_
- Do you have a Felony or Criminal Misdemeanor conviction? Y or N  
If Yes Explain \_\_\_\_\_
- If driving position is desired, Y or N Do you have any traffic citation convictions?  
If so how many? \_\_\_\_\_ (provide a copy of insurance and driver license)

**IN CASE OF EMERGENCY NOTIFY**

NAME	ADDRESS	PHONE

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me. I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

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

**OFFICE USE ONLY BELOW THIS LINE**

NOTES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

HIRED BY: \_\_\_\_\_ Title \_\_\_\_\_

