****

Date:

**Career History & Employment Application**

This information will not be the sole basis for hiring decisions. You are not required to furnish any information which is prohibited by federal, state or local laws.

# Position for which you are applying: Compensation Range expected or needed:

|  |  |
| --- | --- |
| Last Name First Name Middle Initial |  |
| Home Address City State Zip Code | Telephone # |
| E-Mail Address |  |

1. Work Experience**:** (Please start with your present or most recent position)
	1. **Company** Address

City State Zip Phone ( )

Kind of Business Employed from to

Title/Role Initial Compensation Current Compensation

Nature of Work

Supervisory Responsibilities

Name and Title of your Immediate Supervisor

Reason for leaving or desiring a change in your employment?

* 1. **Company** Address

City State Zip Phone ( )

Kind of Business Employed from to

Title/Role Initial Compensation Ending Compensation

Nature of Work

Supervisory Responsibilities

Name and Title of your Immediate Supervisor

Reason for leaving or desiring a change in your employment?

* 1. **Company** Address

City State Zip Phone ( )

Kind of Business Employed from to

Title/Role Initial Compensation Ending Compensation

Nature of Work

Supervisory Responsibilities

Name and Title of your Immediate Supervisor

Reason for leaving or desiring a change in your employment?

* 1. **Company** Address

City State Zip Phone ( )

Kind of Business Employed from to

Title/Role Initial Compensation Ending Compensation

Nature of Work

Supervisory Responsibilities

Name and Title of your Immediate Supervisor

Reason for leaving or desiring a change in your employment?

1. Military Experience (if applicable)

|  |  |  |
| --- | --- | --- |
| If in Service – Branch? | Date entered | Date discharged |
| Nature of Duties |
| Highest Rank or Grade | Terminal Rank or Grade |

1. Education

**High School** – 1 2 3 4 **College/Graduate School** – 1 2 3 4 5 6 7 8 (Please “X” highest level completed)

1. **High School** Location

Extracurricular Activities\_

Offices / Honors / Awards

1. **Undergraduate College or University** Location

Degree(s)

Extracurricular Activities\_

Offices / Honors / Awards

1. **Graduate College or University** Location

Degree(s)

Extracurricular Activities / Offices / Honors / Awards

# Activities and Interests

Memberships in Professional or job-relevant organizations? - (You may exclude groups that indicate race, color, religion, national origin, disability or any other protected status.)

Professional Licenses or Certifications, Special Honors or Awards?

What qualifications, special skills or abilities, and strong points will you bring to the position for which you are applying?

What are your weaker points and areas for improvement you would bring into the role or position with our company?

# Career Needs and Objectives

Able to travel, if required? (travel requirements would be minimal) Yes No If “No,” please explain

What are your long-term Career Objectives?

# Other Considerations

Do you have the legal right to work in the United States? Yes No

Can you provide any and all legal documentation required for employment? Yes No

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic violation, or pleaded guilty or no contest (resulting in a deferred adjudication) to any criminal offense? Yes No

If “Yes,” please attach an additional sheet for each incident, identifying the nature of the crime, how much time has elapsed since the conviction, and any additional explanation you wished to have considered as to why the matter should not exclude you from employment. A criminal history is not an automatic exclusion, but the failure to accurately disclose one not that has been expunged or sealed generally is.

How did you hear about this position?

# Certification and Acknowledgement

I certify that answers given in this Career History Form and Employment Application are accurate and complete to the best of my knowledge. I authorize investigation into all statements I have made on this Form and Application, as well as related background, history, references, and employment information. I additionally authorize a criminal history to be run. I release COMPANY and any prior employer, reference, or third-party information provider from liability for seeking or providing information on me, even if it turns out to be inadvertently inaccurate.

In the event I am offered employment or employed by Employer, I understand any subsequently discovered false or misleading information I provided, either on my Career History Form or during interviews, may result in immediate discharge and/or Employer may initiate legal action against me. I understand that employees are required to abide by all Employer rules and regulations. I acknowledge that Employer or I may end my employment ("at-will") at any time, for any reason that is not illegal.

Signature Date