

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT.

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM MO. / YR.	TO MO. / YR.	POSITION	MONTHLY STARTING SALARY	MONTHLY LAST SALARY
TELEPHONE					
REASON FOR LEAVING					
NAME OF SUPERVISOR					

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SUMMARIZE HERE ANY ADDITIONAL EXPERIENCES AND/OR SKILLS YOU MAY HAVE.

IF YOU HAVE EVER AS AN ADULT BEEN CONVICTED OF A MISDEMEANOR OR FELONY OTHER THAN A MINOR TRAFFIC VIOLATION PLEASE LIST DATE AND NATURE OF OFFENSE. _____

HAVE YOU BEEN CONVICTED OF ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION, PHYSICAL OR SEXUAL ABUSE, OR RAPE OF A CHILD? IF YES EXPLAIN _____

THE ANSWERS TO THE FOREGOING QUESTIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT AS PART OF NORMAL EMPLOYMENT PROCEDURES, A ROUTINE INQUIRY MAY BE MADE CONCERNING INFORMATION ON MY CHARACTER, GENERAL REPUTATION, CREDIT, PERSONAL CHARACTERISTICS AND MODE OF LIVING. I AUTHORIZE SUCH INVESTIGATION AND UNDERSTAND THAT, UPON WRITTEN REQUEST, INFORMATION AS TO THE NATURE AND SCOPE OF THE INQUIRY, IF ONE IS MADE, WILL BE PROVIDED.

SIGNATURE _____

DATE _____

APPLICANT DATA RECORD

QUALIFIED APPLICANTS ARE CONSIDERED FOR ALL POSITIONS, AND EMPLOYEES ARE TREATED DURING EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, MEDICAL CONDITION OR HANDICAP.

AS EMPLOYERS/GOVERNMENT CONTRACTORS, WE COMPLY WITH GOVERNMENT REGULATIONS AND AFFIRMATIVE ACTION RESPONSIBILITIES.

SOLELY, TO HELP US COMPLY WITH GOVERNMENT RECORD KEEPING, REPORTING AND OTHER REQUIREMENTS, PLEASE FILL OUT THE DATA RECORD.

THIS DATA WILL BE KEPT IN A CONFIDENTIAL FILE.

SEX: M _____ F _____

RACE: WHITE _____ BLACK _____ HISPANIC _____ AMERICAN INDIAN _____

ASIAN: _____ OTHER: _____

ARE YOU A CITIZEN OF THE U.S.A.?

HAVE YOU EVER BEEN BONDED? _____ IF YES, ON WHAT JOBS? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME, EXCLUDING MISDEMEANORS AND SUMMARY OFFENSES, IN THE PAST TEN YEARS WHICH HAS NOT BEEN ANNULLED OR EXPUNGED OR SEALED BY A COURT? _____ IF YES, DESCRIBE IN FULL

LIST ANY FRIENDS OR RELATIVES WORKING FOR US, OTHER THAN SPOUSE: _____
