

Work History (use additional sheets if necessary)

Current or Last Employer		Address		Telephone No.		
Job Title		Supervisor's Name		No. Supervised by you		
Date employed (mo/yr)	Starting Salary	Ending Salary	Reason for leaving		May we contact employer	
Date separated		Duties:				
Full time	Years					Months
Part time	Years					Months
If part time, number of hours worked per week:						

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Special training programs and seminars you have completed in the last five years (List):

If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:

Membership in professional, honorary, or technical societies (List):

CHECK the following skills, experiences, etc., which you have:

drivers license foreign language legal transcription adding Machine typing
 chauffeur's license sign language shorthand car for use at work other _____

Have you ever been convicted of an offense against the law other than a minor traffic violation? (a conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

YES NO (If yes, please explain fully on an additional sheet.)

References (Please provide the names and contact information for a minimum of 3 references)

Name:	Occupation:
Relationship:	Phone Number:

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I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made on this application and understand that false information may be grounds for rejection of my application and (or) dismissal if I am employed.

Signature of Applicant (unsigned applications will not be processed)

Date