

****PERSONAL REFERENCES****

Do not use family or relatives

Name: _____ Occupation: _____ Telephone Number: (_____) _____
 Address: _____ City: _____ State _____ Zip Code _____
 Name: _____ Occupation: _____ Telephone Number: (_____) _____
 Address: _____ City: _____ State _____ Zip Code _____
 Name: _____ Occupation: _____ Telephone Number: (_____) _____
 Address: _____ City: _____ State _____ Zip Code _____

****EMPLOYMENT RECORD****

(Begin with most recent position, and include all prior employers, attach extra sheet if needed)

Name of Employer: _____ Name of Employer: _____
 Address: _____ Address: _____
 City: _____ State: _____ Zip Code: _____ City: _____ State: _____ Zip Code: _____
 From (Mo/Yr): _____ To (Mo/Yr): _____ From (Mo/Yr): _____ To (Mo/Yr): _____
 Position: _____ Position: _____
 Duties: _____ Duties: _____
 Final Salary: _____ Final Salary: _____
 Reason for leaving: _____ Reason for leaving: _____

Name of Employer: _____ Name of Employer: _____
 Address: _____ Address: _____
 City: _____ State: _____ Zip Code: _____ City: _____ State: _____ Zip Code: _____
 From (Mo/Yr): _____ To (Mo/Yr): _____ From (Mo/Yr): _____ To (Mo/Yr): _____
 Position: _____ Position: _____
 Duties: _____ Duties: _____
 Final Salary: _____ Final Salary: _____
 Reason for leaving: _____ Reason for leaving: _____

I hereby give authorization to this organization to which I am applying for employment to contact my previous employers and personal references.

My present employer may may not be contacted (check correct response)

X _____
Signature

I certify that the information presented in this application form is true and complete. I understand that any false statements are sufficient cause for disqualification or, if hired, discharge. I give the employer corporation permission to contact the references and employers listed, except where specifically indicated to the contrary. I understand that as a condition of employment, I must provide proof of my legal right to live and work in the United States in accordance with the Immigration Act of 1986. I further understand that the employment application is not a contract of employment. I also understand that, if employed, I will be on probation for a specified length of time, and that my continued employment is contingent upon good job performance and abiding by the Corporate Employer's policies and procedures as set forth in the Employee Personnel Policy Manual. I understand that employment may depend upon the results of physical and pre-employment testing.

X _____
Signature Date

For Official Use Only:

Interviewed by: _____ Date: _____ Referred from: _____
 Reference Check: _____ Date: _____
 Reference Check: _____ Date: _____
 Reference Check: _____ Date: _____
 Hired: _____ Job Position: _____ Job Grade Level: _____
 Hours per day/week: _____ Weeks worked: _____ Non-Exempt Exempt Starting rate/salary: _____