

IV. EMPLOYMENT HISTORY

Fill out carefully. Begin with LAST OR CURRENT JOB, and list every job held for the last 3 years, regardless of time employed. If more space is required, please use another piece of paper.

DATE (MO. & YR)	NAME * ADDRESS OF EMPLOYER	SUPERVISOR & PHONE #	SALARY	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				
FROM TO				

Include explanation of any gaps in employment _____

May we contact your present employer? Y___ N___

V. SKILLS- Our associates must be able to type and be familiar with computers.

(1) Can you perform data entry on a CRT without looking at the keyboard? Y___ N___; (2) Do you know basic a) Word Perfect Y___ N___, b) Microsoft Word Y___ N___; (3) Do you know how to access the Internet? Y___ N___; (4) Other _____

VI. REFERENCES- Please list 2 personal references and telephone numbers (must not be related).

1. _____ Phone # () _____ Occupation _____
2. _____ Phone # () _____ Occupation _____

VII. SECURITY- Due to the nature of our business, we must know some background information on each employee.

Have you EVER been arrested? Y___ N___. EVER convicted? Y___ N___. EVER adjudicated? Y___ N___. Conviction pending? Y___ N___. If YES to any question, please explain. _____

Some jobs may require a criminal and credit background check. Do you agree to release that data? Y___ N___

In addition, we must have a Workers Comp Claim Background. Will you release such? Y___ N___

Have you ever had an "on the job" injury or claim? Y___ N___

Have you ever been fired, discharged, or asked to resign? Y___ N___ Explain. _____

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration justification for termination if discovered at a later date.

I understand that, if hired, my employment can be terminated with or without notice at any time for any reason at the discretion of either the Company or myself. I also understand that my employment is for no definite period and may, regardless of the date of payment of wages or salary, be terminated at any time without previous notice. Further I understand that no management official is authorized to make any oral assurances or promise of continued employment, and that any such pledge or agreement must be in writing and signed by the Chief Executive Officer of the Company.

An investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom you are acquainted. These inquiries may seek information about your character, general reputation, personal characteristics, and mode of living, whichever may be applicable. You have the right to make written request within a reasonable time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. The Company complies with all regulations of the Consumer Credit Protection Act if such investigations are undertaken by a consumer reporting agency at the Company's request.

I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application and resume, if any to provide any relevant information that may be required to arrive at an employment decision.

Applicant' Signature

Date

In case of emergencies, notify:

Name _____

Address _____

Phone Number () _____

Relationship _____

Application for employment