

EMPLOYMENT HISTORY

LIST POSITION HELD BEGINNING WITH CURRENT OR MOST RECENT POSITION (Use additional sheet to complete information if necessary.)

WE CONDUCT REFERENCE CHECKS DIRECTLY FROM THIS INFORMATION

NOTE: IF YOU HAVE EVER BEEN EMPLOYED BY A TEMPORARY AGENCY OR HIRED OUT OF A UNION, YOU MAY LIST THE EMPLOYER/ORGANIZATION AND NEED NOT INCLUDE EACH SHORT-TERM ASSIGNMENT.

EMPLOYED FROM:		FIRM'S NAME		ADDRESS	CITY/STATE/ZIP
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE			
TO:		BEGINNING JOB TITLE/SALARY		ENDING JOB TITLE/SALARY	
MONTH	YEAR	BEGINNING JOB TITLE/SALARY		ENDING JOB TITLE/SALARY	
DUTIES AND RESPONSIBILITIES					
BEGINNING _____ ENDING _____					

WHAT DID YOU LIKE MOST ABOUT THIS JOB?				REASON(S) FOR LEAVING?	
EMPLOYED FROM:		FIRM'S NAME		ADDRESS	CITY/STATE/ZIP
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE			
TO:		BEGINNING JOB TITLE/SALARY		ENDING JOB TITLE/SALARY	
MONTH	YEAR	BEGINNING JOB TITLE/SALARY		ENDING JOB TITLE/SALARY	
DUTIES AND RESPONSIBILITIES					
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MONTH	YEAR	BEGINNING JOB TITLE/SALARY		ENDING JOB TITLE/SALARY	
DUTIES AND RESPONSIBILITIES					
BEGINNING _____ ENDING _____					

WHAT DID YOU LIKE MOST ABOUT THIS JOB?				REASON(S) FOR LEAVING?	

NOTE: COMPLETE APPROPRIATE SECTION RELEVANT TO JOB APPLIED FOR

ADMINISTRATIVE SKILLS

- KEYBOARD/TYPING WPM _____
 RECEPTION
 OFFICE MACHINES
 CASHIERING
 PC/TERMINAL
 ACCOUNTING
 MEETING MINUTES
 TELECOM
 WORD PROCESSING
 10 KEY
 ENGLISH COMP.
 CUSTOMER CONTACT

LIST ALL CURRENT SOFTWARE PRODUCTS USED: _____

MACHINERY AND EQUIPMENT

CHECK EACH ONE YOU HAVE SKILLFULLY OPERATED:

- BUCKET/LADDER TRUCKS
 BACKHOE/FRONT END LOADERS
 GRINDING
 DIGGER/DERRICK TRUCKS
 TRENCHERS
 MACHINIST EQUIPMENT
 OVERHEAD MOBILE CRANES
 OTHER _____
 WELDER:
 GAS
 ELEC.
 MIG
 TIG
 HEAVY DUTY TRUCKS

 OTHER _____
 FORK LIFT

 ELECTRIC/ELECTRONIC CALIBRATION EQUIPMENT

SHOP, MATH, OR SCIENCE COURSES

CHECK EACH ONE YOU HAVE SUCCESSFULLY COMPLETED: ADD OTHERS:

- AUTO/DIESEL
 HYDRAULICS
 ALGEBRA
 MACHINISTS
 SURVEYING
 BLUEPRINT/SCHEMATICS
 ELECTRICITY, BASIC
 SHOP MATH
 CARPENTRY
 DRAFTING/COMPUTER DRAFTING
 DIGITAL ELECTRONICS
 ELECTRONICS, BASIC
 TRIGONOMETRY
 WELDING: MIG/TIG
 OTHER _____
 ENGINEERING

DRIVER'S INFORMATION*

- DO YOU HAVE A VALID DRIVER'S LICENSE?
 YES
 NO
 CAN YOU OPERATE A MANUAL SHIFT VEHICLE?
 YES
 NO
 DRIVER'S LICENSE NUMBER _____
 DO YOU HAVE A COMBINATION LICENSE?
 YES
 NO
 DO YOU HAVE ANY DEPARTMENT OF MOTOR VEHICLES' IMPOSED RESTRICTIONS ON YOUR DRIVING PRIVILEGES?
 YES
 NO
 STATE OF ISSUANCE _____
 NUMBER OF MOVING VIOLATIONS IN THE PAST 3 YEARS: _____
 EXPIRATION DATE _____
 HAVE YOU BEEN CONVICTED OF DRIVING UNDER THE INFLUENCE OF ALCOHOL OR A CONTROLLED SUBSTANCE DURING THE LAST 7 YEARS?
 YES
 NO
 HAVE YOU EVER BEEN CONVICTED AND/OR FORFEITED BAIL IN CONNECTION WITH AN ACCIDENT DURING THE LAST 7 YEARS?
 YES
 NO
 IF YOUR ANSWER TO EITHER OF THE ABOVE WAS YES, EXPLAIN BELOW:

DATE: _____ PLACE: _____ VIOLATION: _____

DISPOSITION OF CITATION	AMOUNT	AMOUNT SUSPENDED	AMOUNT PAID	WAS YOUR LICENSE: <input type="checkbox"/> SUSPENDED <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> REVOKED <input type="checkbox"/> NONE OF THE ABOVE
	FINED: \$ _____	\$ _____	\$ _____	

EXPLAIN CIRCUMSTANCES REGARDING THE ABOVE:

*More than three (3) moving violations in the past three (3) years may preclude you from being considered for positions requiring use of licensed vehicles. In addition, proof of your driving record at the time of employment (presentation of Department of Motor Vehicles' report) may be required.

- HAVE YOU BEEN CONVICTED OF A VIOLATION (OTHER THAN PARKING VIOLATIONS) OR RELEASED FROM PRISON WITHIN THE LAST 7 YEARS?
 YES
 NO
 IF YES, DESCRIBE IN FULL, INCLUDING DATE(S): (Existence of a conviction record will not necessarily bar you from employment.)

