

EDUCATION

Name, Address and Location	Graduate?	Courses Studied
High School/GED	Circle highest Grade completed 9 10 11 12 <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
College	Circle number of years completed 1 2 3 4 4+ <input type="checkbox"/> Yes <input type="checkbox"/> No	Major: Minor: Degree(s):
Trade School	Number of months attended <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Certificate:

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? ☐ Yes ☐ No If so, when, where and what courses? _____

List any scholastic honors, offices held and activities involved in during high school and college. (Please exclude those which may reflect race, sex, color, religion, national origin, disability, sexual orientation or other protected status) _____

Please describe any other special courses, seminars or training which may enable you to better perform the duties of the position for which you are applying. _____

MILITARY

Have you ever served in the military? ☐ Yes ☐ No

Service Branch _____ Final Rank _____

What duties, training or experience did you have while in the military which may be job related? _____

CAPABILITY / RELIABILITY

Would you be willing and able to perform all of the tasks required by the job you are applying for? ☐ Yes ☐ No
If not, explain which tasks _____

Have you filed any type of fraudulent claim against any of your present or past employers? ☐ Yes ☐ No
If Yes, please explain _____

Will you abide by the safety rules of this company? ☐ Yes ☐ No

Have you ever been disciplined for violating company safety rules or regulations? ☐ Yes ☐ No
If Yes, please explain _____

How many days of work (or school) have you missed in the last two years? _____

How many times have you been late for work (or school) in the last two years? _____

Consistent attendance and punctuality are essential requirements of every job in our company. Would you be willing and able to report to work on time every day on a regular and consistent basis? ☐ Yes ☐ No
If No, please explain _____

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness? ☐ Yes ☐ No
If Yes, please explain. _____

Have you ever been fired, or asked to resign from a job? ☐ Yes ☐ No If Yes, please explain _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

DO NOT REFERENCE YOUR RESUME

Name of Employer Address City, State, Zip Code	Name and Title of Last Supervisor	Dates Employed		Pay
		From:	To	Starting
		Mo:_____	Mo:_____	\$_____
Telephone Area Code ()	Nature of Business	Year_____	Year_____	\$_____
Title		Reason for Leaving		
Describe duties performed, skills used/learned, advancements/promotions earned:				

Name of Employer Address City, State, Zip Code	Name and Title of Last Supervisor	Dates Employed		Pay
		From:	To	Starting
		Mo:_____	Mo:_____	\$_____
Telephone Area Code ()	Nature of Business	Year_____	Year_____	\$_____
Title		Reason for Leaving		
Describe duties performed, skills used/learned, advancements/promotions earned:				

Name of Employer Address City, State, Zip Code	Name and Title of Last Supervisor	Dates Employed		Pay
		From:	To	Starting
		Mo:_____	Mo:_____	\$_____
Telephone Area Code ()	Nature of Business	Year_____	Year_____	\$_____
Title		Reason for Leaving		
Describe duties performed, skills used/learned, advancements/promotions earned:				

Name of Employer Address City, State, Zip Code	Name and Title of Last Supervisor	Dates Employed		Pay
		From:	To	Starting
		Mo:_____	Mo:_____	\$_____
Telephone Area Code ()	Nature of Business	Year_____	Year_____	\$_____
Title		Reason for Leaving		
Describe duties performed, skills used/learned, advancements/promotions earned:				