



## EMPLOYMENT HISTORY

please list present employer first

<b>1</b>			
	Employer	Address	Phone Numt
	Job Title	Supervisor	
	Work Performed or Duties		
	Reason for Leaving		
	May we contact this Employer		<input type="checkbox"/> Yes <input type="checkbox"/> No

  

<b>2</b>			
	Employer	Address	Phone Numt
	Job Title	Supervisor	
	Work Performed or Duties		
	Reason for Leaving		
	May we contact this Employer		<input type="checkbox"/> Yes <input type="checkbox"/> No

  

<b>3</b>			
	Employer	Address	Phone Numt
	Job Title	Supervisor	
	Work Performed or Duties		
	Reason for Leaving		
	May we contact this Employer		<input type="checkbox"/> Yes <input type="checkbox"/> No

**\*\*Attach additional pages as needed**

## DO YOU HAVE EXPERIENCE IN THE FOLLOWING?

- |   |                                     |   |                                       |
|---|-------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Customer Service   | <input type="checkbox"/> MS Outlook | <input type="checkbox"/> Writing Skills   | <input type="checkbox"/> MS Excel XP  |
| <input type="checkbox"/> Records Management | <input type="checkbox"/> MS Word XL | <input type="checkbox"/> Telephone Skills | <input type="checkbox"/> MS Access XP |

What specific attributes qualify you for this job? \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Give the name of three persons not related to you, whom you have known for at least one year

Name	Address	Phone Number:	Years Acquaintec
------	---------	---------------	------------------

1	
2	
3	

If you do not have enough room in any section on this form, please attached additional information on another sheet of paper

