



Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

**PROFESSIONAL LICENSE OR MEMBERSHIP:**

Type of License(s) Held \_\_\_\_\_

Other Professional Memberships \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

**SPECIAL TRAINING, CERTIFICATIONS OR PRESENTATIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMPUTER SKILLS:**

Experienced in: (Circle): Microsoft Macintosh Other \_\_\_\_\_

Indicate Skill Level: B = Basic I = Intermediate A = Advanced 0 = No experience

Word /Word Processing \_\_\_\_\_ Excel/Spreadsheet \_\_\_\_\_ Access/Database \_\_\_\_\_ PowerPoint/Presentation \_\_\_\_\_ Internet \_\_\_\_\_

Other Software Skills \_\_\_\_\_

**RECORD OF CONVICTION:**

During the last ten years, have you ever been convicted of a crime other than minor traffic offense? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

\_\_\_\_\_

**EMPLOYMENT:** List last employer first, including U.S. Military Service.

If any employment was under a different name, indicate name \_\_\_\_\_

Employer \_\_\_\_\_ City, State \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: (Mo/Yr) From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_ PT \_\_\_ No. of Hrs. \_\_\_\_\_

May we contact this employer? \_\_\_ Yes \_\_\_ No

\_\_\_\_\_

Employer \_\_\_\_\_ City, State \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: (Mo/Yr) From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_ FT \_\_ PT \_\_ No. of Hrs. \_\_\_\_\_  
May we contact this employer? \_\_\_ Yes \_\_\_ No

Employer \_\_\_\_\_ City, State \_\_\_\_\_  
Telephone \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment: (Mo/Yr) From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_ FT \_\_ PT \_\_ No. of Hrs. \_\_\_\_\_

May we contact this employer? \_\_\_ Yes \_\_\_ No  
If you wish to describe additional work experience, attach a separate piece of paper.  
Explain any gaps in work history: \_\_\_\_\_  
Have you ever been discharged or asked to resign from a job? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, explain: \_\_\_\_\_

**REFERENCES:**  
Please Provide Three Professional References

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Phone or Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Phone or Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Phone or Email: \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Communication Works to verify their accuracy and to obtain reference information on my work performance. I hereby release Communication Works from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my

employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_