

WORK EXPERIENCE

PROVIDE A COMPLETE DESCRIPTION OF ALL QUALIFYING EXPERIENCE

PRESENT OR MOST RECENT EMPLOYER	KIND OF BUSINESS	LOCATION (CITY AND STATE)		
YOUR TITLE	REASON FOR LEAVING OR CONSIDERING LEAVING	NAME, ADDRESS AND PHONE OF REFERENCE		
YOUR DUTIES		TOTAL TIME EMPLOYED (if part-time # of hrs./mo.)		
			FULL-TIME	
			PART-TIME	
		FROM (MO./YR.)	TO (MO./YR.)	
		Beginning	MONTHLY SALARY	Ending/Present

PRESENT OR MOST RECENT EMPLOYER	KIND OF BUSINESS	LOCATION (CITY AND STATE)		
YOUR TITLE	REASON FOR LEAVING OR CONSIDERING LEAVING	NAME, ADDRESS AND PHONE OF REFERENCE		
YOUR DUTIES		TOTAL TIME EMPLOYED (if part-time # of hrs./mo.)		
			FULL-TIME	
			PART-TIME	
		FROM (MO./YR.)	TO (MO./YR.)	
		Beginning	MONTHLY SALARY	Ending/Present

PRESENT OR MOST RECENT EMPLOYER	KIND OF BUSINESS	LOCATION (CITY AND STATE)		
YOUR TITLE	REASON FOR LEAVING OR CONSIDERING LEAVING	NAME, ADDRESS AND PHONE OF REFERENCE		
YOUR DUTIES		TOTAL TIME EMPLOYED (if part-time # of hrs./mo.)		
			FULL-TIME	
			PART-TIME	
		FROM (MO./YR.)	TO (MO./YR.)	
		Beginning	MONTHLY SALARY	Ending/Present

■ IF NECESSARY, ATTACH ADDITIONAL SHEETS USING THE ABOVE FORMAT TO PROVIDE EMPLOYMENT DATA DESCRIBING QUALIFYING EXPERIENCE.

■ MAY WE CONDUCT A PERSONAL BACKGROUND CHECK INCLUDING CONTACT OF YOUR REFERENCES NAMED ABOVE AND REVIEW OTHER RECORDS AS MAY BE REQUIRED FOR SOME POSITIONS? YES NO IF NO, PLEASE EXPLAIN:

OFFICE WORK ONLY

Computer programs you are proficient with:

Keyboarding WPM _____

List office machines, other than the computer, which you can operate skillfully:

REFERENCES

Give the names of three references, who have first-hand knowledge of your character, personality and scholarship.

	NAME	ADDRESS	OFFICIAL POSITION	PHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Other references:

1. _____

2. _____

Below, list any specialized training or additional information you may want to indicate covering your qualifications:

I understand that all of the information in this application is true and complete to the best of my knowledge, and that any false or missing job-related information may disqualify me for this position.

Signature _____ Date _____

CESA #4 does not discriminate on the basis of race, sex, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.