

Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional paper if necessary). Explain any gaps in employment in the comments section on the following page. If a resume is being provided, you may leave the Job Responsibilities blank. Please complete all other information.

| | | | | |
|---------------------------------------|--|--------------------|-----|---|
| Employer | Telephone | Dates Employed | | Summarize the Type of Work Performed and Job Responsibilities |
| | | From | To | |
| Address | | | | |
| Job Title | | Hourly Rate/Salary | | |
| | | Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving/ Planning To Leave | | Hourly Rate/Salary | | |
| | | Final | | |
| May we contact for reference? | <input type="checkbox"/> yes <input type="checkbox"/> no | \$ | Per | |

| | | | | |
|--------------------------------|--|--------------------|-----|---|
| Employer | Telephone | Dates Employed | | Summarize the Type of Work Performed and Job Responsibilities |
| | | From | To | |
| Address | | | | |
| Job Title | | Hourly Rate/Salary | | |
| | | Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving | | Hourly Rate/Salary | | |
| | | Final | | |
| May we contact for reference? | <input type="checkbox"/> yes <input type="checkbox"/> no | \$ | Per | |

| | | | | |
|--------------------------------|--|--------------------|-----|---|
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| | | Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving | | Hourly Rate/Salary | | |
| | | Final | | |
| May we contact for reference? | <input type="checkbox"/> yes <input type="checkbox"/> no | \$ | Per | |

| | | | | |
|--------------------------------|--|--------------------|-----|---|
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| | | Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| Reason for Leaving | | Hourly Rate/Salary | | |
| | | Final | | |
| May we contact for reference? | <input type="checkbox"/> yes <input type="checkbox"/> no | \$ | Per | |

Comments (including explanation of any gaps in employment) _____

Skills and Qualifications. Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background

| School | Years Completed | Degree Diploma | GPA | Major | Minor (if any) |
|--------|-----------------|----------------|-----|-------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |

References

List the name and telephone number of three business/work references who are not related to you and are not previous supervisors.

| Name | Telephone | Years Known |
|------|-----------|-------------|
| | | |
| | | |
| | | |

List any additional information you would like us to consider. _____

I understand that if I am employed, any misrepresentation or material omission made by me on this application may result in cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law. United Way of the Midlands is an equal opportunity employer. Efforts are made to recruit and refer women and minority candidates for all positions listed.

This application is current for 90 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____/____/____

