

Skills and Qualifications

Summarize any training, skills, professional memberships, 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 (if job related)

	NUMBER OF YEARS COMPLETED	COURSE OF STUDY	
		MAJOR	DEGREE
HIGH SCHOOL			
COLLEGE			
OTHER			

Professional References

NAME	TELEPHONE	RELATIONSHIP

Applicant Statement Part I (See also Part II--Reference Check Authorization)

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. (____ initial here)

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered. (____ initial here)

I understand that 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 applicable local, state or federal law. (____ initial here)

I understand that this application remains active for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. (____ initial here)

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 supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. (____ initial here)

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States or Canada and that U. S. federal immigration laws require me to complete an I-9 form in this regard. (____ initial here)

Canadian applicants only: If I am hired, I understand that I am free to resign at any time without prior notice and agree to a four-week notice of resignation. (____initial here)

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement Part I.

Signature of Applicant _____ **Date** ____ / ____ / ____

Applicant Statement Part II--Reference Check Authorization

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional) as provided by me on Pages 1 and 2 of attached Application for Employment, employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume of job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement Part II--Reference Check Authorization.

Signature of Applicant _____ **Date** ____ / ____ / ____