

SPECIAL SKILLS

Please describe your skills with tools, machinery, office machines (calculators, copying machines, word processors, computers, etc.) typing and shorthand speeds, and proficiency, special secretarial skills, honors or awards received, special training received, civic or volunteer activities, bookkeeping skills, etc.

WORK EXPERIENCE

Please give accurate, complete, full-time and part-time employment record. Start with present or most recent employer. May we contact your current employer: YES NO

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Company Name: _____
Phone: _____
Address: _____
Name of Supervisor: _____
Dates: FROM: _____ TO: _____
Weekly Pay: Start: _____ Last: _____
State job title and describe your work:; _____

Reason for leaving: _____

.....
Company Name: _____
Phone: _____
Address: _____
Name of Supervisor: _____
Dates: FROM: _____ TO: _____
Weekly Pay: Start: _____ Last: _____
State job title and describe your work:; _____

Reason for leaving: _____

.....
Company Name: _____
Phone: _____
Address: _____
Name of Supervisor: _____
Dates: FROM: _____ TO: _____
Weekly Pay: Start: _____ Last: _____
State job title and describe your work:; _____

Reason for leaving: _____
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PERSONAL REFERENCES

Please give the names, addresses and phone numbers of three persons excluding relatives and previous employers, who have knowledge of your experience, abilities, and character as they relate to this job.

- 1. _____
- 2. _____
- 3. _____

I certify that answers given herein are true and complete to the best of my knowledge.

Signature

Date