

Last name	First	MI	Position desired		Date of application
Street address			Email address		Social Security number
City	State	ZIP	Home telephone	Cell telephone	Work telephone

**Please read carefully and complete by printing in ink or typing.**

**An Equal Opportunity Employer:** We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

**Employment Record**

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present company		Type of business	Type or classification of job		
Street address		Phone number	Brief description of job duties		
City	State	ZIP code			
Supervisor's name		Phone number			
Base salary	Dates worked From	To			
Reason for leaving					
Company Name		Type of business	Type or classification of job		
Street address		Phone number	Brief description of job duties		
City	State	ZIP code			
Supervisor's name		Phone number			
Base salary	Dates worked From	To			
Reason for leaving					
Company Name		Type of business	Type or classification of job		
Street address		Phone number	Brief description of job duties		
City	State	ZIP code			
Supervisor's name		Phone number			
Base salary	Dates worked From	To			
Reason for leaving					
Company Name		Type of business	Type or classification of job		
Street address		Phone number	Brief description of job duties		
City	State	ZIP code			
Supervisor's name		Phone number			
Base salary	Dates worked From	To			
Reason for leaving					

**Educational History**

School name	Location (city, state)	Major course or subject	Dates attended		Graduate d		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

**Outside Activities**

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap.)

Professional memberships, certificates, or licenses held

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Past and present civic or cultural activities — include offices held

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Principal hobbies

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**Special Skills**

*To be completed by applicant for office/clerical work*

Typing	<input type="checkbox"/> Yes    Words per minute:	Type of machines operated	Years experience
	<input type="checkbox"/> No		
Dictation	<input type="checkbox"/> Yes    Words per minute:		
	<input type="checkbox"/> No		
Computer skills	<input type="checkbox"/> Hardware <input type="checkbox"/> Software		
Please list other skills and/or equipment/language experience you have acquired		List other skills	
		Served apprenticeship <input type="checkbox"/> Yes    Type: <input type="checkbox"/> No	

**Military Record**

Branch of service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Present military affiliation:

None  Reserve (active)  Reserve (inactive)

Kinds of training and duty while in service \_\_\_\_\_

**Professional/Work References**

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (include area code)	Occupation

May we contact your present employer?  Yes  No

Wage or salary required \_\_\_\_\_

Date available \_\_\_\_\_

Name and Address of person to be notified in case accident or emergency: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No *A conviction will not necessarily disqualify an applicant from employment.*

Are you eligible to work in the United States?  Yes  No

**Reference Checks** will be conducted by Civic Solutions, Inc. to verify employment related information for all potential employees prior to extending a job offer. This is done to ensure that individuals who join the firm's workforce are well qualified and have a strong potential to be successful in their employment here at Civic Solutions. The extent of the inquiry will depend on the position being applied for, but will at least include:

- Verification/Reference from current and past employers
- Criminal background check (a conviction for a crime is not an automatic bar to employment)
- Confirmation of necessary licenses, certificates and degrees.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

If any of your educational or employment records are under other than the above name, please provide other names.