

EDUCATIONAL BACKGROUND

Type of School	Dates Attended*		Years Completed	Major Areas of Study	Degree	Graduation Date
	From	To				
High School						
College(s)						
Military School(s)						
Other						

* These dates will be used for confirmation of educational record only. They will not be used in making an employment decision.

Typing Speed _____ Shorthand Speed _____ Office Machines Operated _____

Approximate percentage of college expenses earned _____

List extracurricular activities in college _____

List extracurricular activities in high school _____

Please list any additional special skills, technical or professional knowledge, use of machines or equipment you may have, including the ability to write and / or speak any foreign languages that you would like considered.

List any licenses, certificates, publications or professional achievements that would support your application.

Have you ever belonged to club, organization, or professional group which has a direct bearing upon your qualification for the job you are seeking? You may exclude those clubs, etc., which by nature, would identify your religion, national origin, ancestry, age, sex, color, marital status, or physical or mental handicap. If yes, explain and list

WORK EXPERIENCE

List all positions held in chronological order starting with current or most recent position. Include periods of unemployment and reasons.

Company Name and Address	Employment Information	Position Held and Description of Duties	Reason for Leaving (give details)
Employer _____ Street Address _____ City, State & Zip _____	Date Hired _____ Date Separated _____ Starting Pay _____	Name & Title of Immediate Supervisor _____	
Employer _____ Street Address _____ City, State & Zip _____	Date Hired _____ Date Separated _____ Starting Pay _____	Name & Title of Immediate Supervisor _____	