

Education

SCHOOL	NAME/ LOCATION	COURSE OF STUDY	LAST YEAR FINISHED	DID YOU GRADUATE?
High School/ GED		General	1 2 3 4	__Y __N
Undergraduate College			1 2 3 4	__Y __N
Graduate/Pro- fessional			1 2 3 4	__Y __N

Professional Licenses and/or Certifications

If licensed, registered, or certified, list type, state issued, number and expiration date:

Driver's license number, if driving is an essential job function: _____
 Issuing State: _____

Skills and Qualifications

List unique job-related skills and qualifications acquired from employment or other experience:

References: List at least 3 references who are not relatives or friends)

Name and Relationship	Telephone	Years Known

Employment History

From/To: (month/year)	Employer/Telephone #
Job Title	Address
Immediate Supervisor	Summarize nature of the work you performed
Reason for Leaving	Final Hourly Rate/Salary

Employment History – cont...

From/To: (month/year)	Employer/Telephone #
Job Title	Address
Immediate Supervisor	Summarize nature of the work you performed
Reason for Leaving	Final Hourly Rate/Salary

From/To: (month/year)	Employer/Telephone #
Job Title	Address
Immediate Supervisor	Summarize nature of the work you performed
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From/To: (month/year)	Employer/Telephone #
Job Title	Address
Immediate Supervisor	Summarize nature of the work you performed
Reason for Leaving	Final Hourly Rate/Salary

Have you ever been fired, discharged, or asked to resign?

Yes, explain _____

No

- I understand that if I am employed, any misrepresentation or material misrepresentation made by me on this application will be sufficient cause for 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 specifically authorize the employer to conduct a criminal background check to confirm the information that I have given concerning my criminal history. I hereby release from liability the employer and its representatives for seeking, gathering, and using such information and all other persons, corporations, and organizations for furnishing such information.
- This application is current for only 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 accepted for employment I understand that the offer of employment is contingent upon my agreeing to abide by all rules and regulations of the employer.

- If I am hired, I understand that I am free to resign at any time, with or without cause and that the employer reserves the right to terminate my employment at any time, with or without cause and without proper notice, except as 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 understand that upon receiving a job offer, a physical examination and drug screening may be required (Note: if this is a job requirement, you will be notified)
- I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.
- Public Law 91-508 requires us to advise you that a "routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics, and mode of living. Upon written request, complete disclosure of the nature and scope of any such inquiry made by us will be made to you". I understand that positions in a CBRF require that I complete a Background Character Verification. I am aware that employment is contingent upon receipt of a satisfactory Background Character Verification check with the Department of Justice.
- It has been and will continue to be the policy and practice of Arthur-Rose, LLC not to discriminate against any applicant or employee because of race, religion, sex, age, national origin, marital status, sexual orientation, disability, or because he or she is a veteran or veteran of the Vietnam era. This policy extends to every phase of the employment process including: recruiting, hiring, training, promotion, compensation, benefits, transfers, and Arthur-Rose, LLC sponsored educational, social, and recreational programs.
- Arthur-Rose, LLC is an Equal Opportunity Employer. In compliance with the American With Disabilities Act, Arthur-Rose, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss the need for accommodations with the employer.

Signature of Applicant: _____ Date: _____