

Employment History

IMPORTANT INSTRUCTIONS FOR COMPLETING WORK HISTORY: List your entire work history part-time, temporary, volunteer, summer jobs and service in the armed forces. **List your jobs starting with your present or most recent employer.** List each promotion as a separate job. To evaluate your qualifications, we must have accurate and complete information on previous job tasks and levels of responsibility. **DO NOT substitute a resume for specifics of tasks performed.** For each job, list the most important or major tasks first (those which took up most of your time or were most critical), then list the less important tasks. **If more space is needed, attach additional history sheets in same format.**

Employer	Telephone #		Month / Year	to	Month / Year
Street address	City	State	Zip	Dates employed: / / to / /	
Position Held	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	Compensation (Start) \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Salary			
Supervisor	May we contact for reference?		Commission / Bonus / Other Compensation \$		
Number and type of position supervised	Reason for leaving		Compensation (Final) \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		
Summarize tasks performed and job responsibilities:			Commission / Bonus / Other Compensation \$		
Average # of hours worked per week:					

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Applicant Statement

I certify that all information provided by me in making application (or any other accompanying required documents) contains no willful misrepresentations, falsifications or omissions and that the information given by me is true, correct and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of any facts on this application shall be considered sufficient cause for denial of employment or if employed, immediate termination of employment, regardless of the timing or circumstances of discovery.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the Town of Center and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that if offered a position with the Town of Center, I may be required to submit to a pre-employment medical examination, alcohol and drug screening and a background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature of Applicant _____ Date ____/____/____