

MASTER APPLICATION FOR EMPLOYMENT

CONTACT INFORMATION

Name _____

Address _____

City, State, Zip _____

Phone _____ or Phone 2 _____

E-mail _____

EMPLOYMENT GOAL: _____

Rate of Pay Expected \$ _____ per _____

**WORK EXPERIENCE: Start with your most recent job and work backwards
If you have no work history, list volunteer, charitable or non-paid experiences.**

Job Title: _____

Organization/Company Name _____

Address: _____

City: _____ State _____ Zip _____ Phone _____

Supervisor's Name: _____

Dates: from _____ to _____

Salary: starting _____ ending _____

Reason for leaving _____

Describe what you did on this job: _____

Accomplishments/awards/honors: _____

What did you like about this job? _____

What did you dislike about this job? _____

WORK EXPERIENCE Continued use additional pages if needed for more jobs

Job Title: _____

Organization/Company Name _____

Address: _____

City: _____ State _____ Zip _____ Phone _____

Supervisor's Name: _____

Dates: from _____ to _____

Salary: starting _____ ending _____

Reason for leaving _____

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Accomplishments/awards/honors: _____

What did you like about this job? _____

What did you dislike about this job? _____

WORK EXPERIENCE Continued use additional pages if needed for more jobs—going back only 10 years

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Organization/Company Name _____

Address: _____

City: _____ State _____ Zip _____ Phone _____

Supervisor's Name: _____

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Salary: starting _____ ending _____

Reason for leaving _____

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Describe what you did on this job: _____

Accomplishments/awards/honors: _____

What did you like about this job? _____

What did you dislike about this job? _____

EDUCATION AND TRAINING

High School or GED : Name and Address _____

Year Graduated _____
or Number of years completed _____ and years attended _____

In what subjects did you do best? _____

What subjects did you like most? _____

What subjects did you like least? _____

College or Universities: Names and Addresses _____

Year Graduated _____
or Number of years completed _____ and years attended _____

Degrees/certificates earned: _____

Major: _____ Minor: _____

In what subjects did you do best? _____

What subjects did you like most? _____

What subjects did you like least? _____

Training Programs

(Other Professional, technical, clerical, management, license. Certificate etc

Name and Addresses or location of training:- _____

Dates attended: _____

Name of the Course _____

Description of the Course _____

Certificate/License Earned _____

Use an additional page for each school attended or training program you completed

SPECIAL SKILLS AND ABILITIES

Current licenses, credentials, accreditations; _____

Foreign languages/American sign language

Fluent in: _____

Knowledge of: _____

Computer Hardware

Expert in: _____

Knowledge of: _____

Computer Software

Advanced user of: _____

Knowledge of _____

Machines/Equipment

Operate: _____

Clerical Skills: _____

Skills in Dealing with People:

Other Skills Please be Specific:

MILITARY HISTORY

Branch of Service _____

Dates served: From _____ to _____ Rank at Discharge _____

Duties and/or Special Training _____

Security Clearance (if any) _____

Special Assignments of Campaigns _____

Decorations or Awards _____

OTHER INFORMATION

Hobbies/interests: _____

Memberships in Organizations/Volunteer/Community Activities

CRIMINAL BACKGROUND

Have you ever been convicted of a Felony? _____

If so; what were the date(s)? _____

Please give a brief description of the offense (s) _____

Have you ever been convicted of a Misdemeanor? _____

If so, what were the dates(s) _____

Please give a brief description of the offense (s) _____

This is illegal to ask on an application in the state of Oregon, unless directly related to the job you are applying for. However, be prepared to answer this in an interview question or if company conducts backgrounds checks as condition of employment.

REFERENCES

Name _____

Address: _____

City: _____ State _____ Zip _____

Email Address: _____

Occupation: _____

Relationship to You _____

Name _____

Address: _____

City: _____ State _____ Zip _____

Email Address: _____

Occupation: _____

Relationship to You _____

Name _____

Address: _____

City: _____ State _____ Zip _____

Email Address: _____

Occupation: _____

Relationship to You _____

REFERENCES Cont.

Name _____

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City: _____ State _____ Zip _____

Email Address: _____

Occupation: _____

Relationship to You _____

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Relationship to You _____