



**PREVIOUS EMPLOYMENT (BEGINNING WITH THE MOST RECENT)**

Company		Phone	( )		
Address		Supervisor			
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone	( )		
Address		Supervisor			
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone	( )		
Address		Supervisor			
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

**PLEASE DESCRIBE ANY ADDITIONAL JOB-RELATED SKILLS/TRAINING:**


COMPUTER SKILLS Please indicate all software that you have knowledge of and indicate your skill level.											
Name of Software			Skill Level			Name of Software			Skill Level		
	Basic	Intermediate	Advanced				Basic	Intermediate	Advanced		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Basic	Intermediate	Advanced				Basic	Intermediate	Advanced		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Basic	Intermediate	Advanced				Basic	Intermediate	Advanced		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

LANGUAGES Please indicate all languages that you can speak, read and/or write:											
Name of Language			Speak			Read			Write		
	Fair	Good	Fluent	Fair	Good	Fluent	Fair	Good	Fluent		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fair	Good	Fluent	Fair	Good	Fluent	Fair	Good	Fluent		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fair	Good	Fluent	Fair	Good	Fluent	Fair	Good	Fluent		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

REFERENCES Please list three professional references that you have known at least 1 year. Include at least one current or former supervisor.											
Full Name			Relationship						No. of Years Known		
Company			Business Phone			( )					
Full Name			Relationship						No. of Years Known		
Company			Business Phone			( )					
Full Name			Relationship						No. of Years Known		
Company			Business Phone			( )					
REFERENCES Please list one personal reference that you have known at least 1 year.											
Full Name			Relationship						No. of Years Known		
City/State			Home/Cell Phone			( )					

I declare that the information provided by me is complete and true to the best of my knowledge. I am aware that any misrepresentation or omission may preclude an employment offer, may result in withdrawal of an employment offer, or may result in termination of employment. I authorize investigation of all information provided by me in the application process. I understand that any offer of employment is contingent on the completion of a satisfactory background investigation and verification of past employment. I also understand that employment with People's Resource Center is at will, which means that either the employee or People's Resource Center has the right to terminate an employee's employment at any time for any reason or no reason with or without notice.

Signature

Date