

EMPLOYMENT RECORD

Company Name	Telephone
Address	Type of Business
Name of Supervisor & Title	Dates Employed From To
Job Title/Description Of Duties/Accomplishments	Reason for leaving

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Are you claiming Native Preference? YES [] NO []. If yes, attach a copy of a Certificate of Indian Blood from the Bureau of Indian Affairs.

Are you claiming Veteran preference? YES [] NO []. If yes, what were your dates of service? From: _____ To: _____

Type of Discharge? _____

SPECIAL SKILLS

A. TRADES/CRAFTS:

List any skills or trades such as carpentry, plumbing, welding, etc. and number of years of experience:

List any equipment and machinery you operate and number of years of experience:

B. OFFICE SKILLS:

Typing (wpm) _____ Dictation (wpm) _____ Word Processing _____
10 Key _____ Switch Board/PBX/Omega IV _____ Data Processing _____
Other: _____

C. MANAGEMENT SKILLS:

List your management and business skills: _____

REFERENCES:

Name	Occupation/Company	Address	Phone #
_____	_____	_____	_____
_____	_____	_____	_____

APPLICANTS CERTIFICATION AND AGREEMENT

I hereby declare that the information provided by me in this Employment Application is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application may be grounds for dismissal.

I further understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of wages or salary, be terminated for any reason and at any time without previous notice.

I hereby acknowledge that I have read and understand the above statements.

Signature _____ Date _____