

2. _____

3. _____

EMPLOYMENT EXPERIENCE (Start with your present or last job.)

If you need additional space, please continue on a separate sheet of paper. All applicants must provide the following information on all employers during the preceding 3 years; complete mailing address, street number, city, state, and zip code.

Employer		Dates Employed		Work Performed
		From	To	
Address				_____
Telephone number(s)		Hourly Rate/Salary		_____
		Starting	Final	_____
Title	Supervisor			_____
Reason for leaving		Did you drive a vehicle requiring a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No		_____

Employer		Dates Employed		Work Performed
		From	To	
Address				_____
Telephone number(s)		Hourly Rate/Salary		_____
		Starting	Final	_____
Title	Supervisor			_____
Reason for leaving		Did you drive a vehicle requiring a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No		_____

Employer		Dates Employed		Work Performed
		From	To	
Address				_____
Telephone number(s)		Hourly Rate/Salary		_____
		Starting	Final	_____
Title	Supervisor			_____
Reason for leaving		Did you drive a vehicle requiring a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No		_____

Summarize special job-related skills and qualifications acquired from employment or other experience not noted in employment history.

OFFICE QUALIFICATIONS

What computer skills do you have and what are you comfortable using? _____

Rate your skill level in the following programs:

Software	Excellent	Good	Average	Below Average	Never used	Comment
TRUX 7						
Peachtree Acctg						
Microsoft Office						
ACT by Sage						
Word Press						
Other _____						
Other _____						

Do you type? Yes No If yes, how many words per minute? _____

Are you comfortable and experienced using a phone with multiple lines? Yes No

Are you comfortable and experienced handling a high volume of telephone calls? Yes No

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I hereby authorize the proposed employer, (LePage & Sons), to investigate all statements contained in this application for employment and I release any party from claims based upon their providing information to LePage & Sons.

I hereby authorize LePage & Sons to conduct a criminal background search and any further investigations deemed necessary by LePage & Sons.

I authorize LePage & Sons to verify references and make other inquiries concerning any and all background information provided herein.

I hereby waive any and all claims arising out of LePage & Sons' investigation of my background.

I understand and agree that any employment relationship with LePage & Sons is of an "at will" nature, which means that I may resign at any time and LePage & Sons may discharge me at any time with or without cause and with or without prior notice. It is further understood that this "at will" employment relationship may not be changed by verbal statement, written document, or by conduct unless such change is specifically acknowledged in writing by an authorized administrator of LePage & Sons.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Date

OFFICE USE ONLY

Applicant Hired Date _____

Rejected Date _____

	Superior	Good	Fair	Below Average	Poor	Record on file	Comment
Application							
Interview							
Past Employment							
Road Test							
Criminal and Traffic Violations							

Termination of Employment

Date Terminated _____

Position held before termination _____

Reason for termination Voluntarily quit Dismissed Other _____