

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which would reveal race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title Supervisor			
Reason for Leaving			

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(If you need additional space, please continue on a separate sheet of paper.)

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment and/or other experience.

Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities.				
Describe any honors you have received.				
State any additional information you feel may be helpful to us in considering your application.				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

References

Give the name, address, and telephone number of three professional references who are not related to you:

Applicant's Statement

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

I hereby give Carrier Access IT, LC the right to make a thorough background investigation of my past, employment, education and activities, and I release from all liability all persons, companies and corporations supplying such information. I indemnify Carrier Access IT, LC against any liability which might result from making such investigation. I understand that any false answers or statements or other required documents may result in denial of employment or discharge.

This application for employment shall be considered active for a period of time not to exceed ninety (90) days. Any applicant wishing to be considered for employment beyond this time period should resubmit his/her resume.

Additionally, I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between Carrier Access IT, LC and myself for any term of employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Carrier Access IT, LC unless made in writing. Employees at Carrier Access IT, LC are hired for indefinite terms of employment. Employment at Carrier Access IT, LC is at-will, which means that Carrier Access IT, LC or the employee may terminate the employment relationship at any time with or without cause and with or without notice. No agent or representative of Carrier Access IT, LC other than the President/CEO, and then only in writing, has any authority to enter into any agreement for employment for any specified period of time, or to enter into any employment agreement that in any way modifies the at-will status of employment at Carrier Access IT, LC.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

For Personnel Department Use Only

yes no

Arrange interview?

Interviewer

Date

Employed?

yes no

Date of Employment

Job Title

Hourly Rate/Salary

Department

By

Date

Notes: