



**EDUCATION INFORMATION**

|                    |         |      |       |        |                  |     |
|--------------------|---------|------|-------|--------|------------------|-----|
| High School or GED | Address | City | State | Degree | Subjects Studied |     |
| College            | Address | City | State | Degree | Major            | GPA |
| Graduate School    | Address | City | State | Degree | Major            | GPA |
| Other              | Address | City | State | Degree | Major            | GPA |

**WORK-RELATED REFERENCES**

|      |            |             |                     |
|------|------------|-------------|---------------------|
| Name | Occupation | Years Known | Contact Information |
| Name | Occupation | Years Known | Contact Information |
| Name | Occupation | Years Known | Contact Information |

**GENERAL**

List any conferences, seminars or non-profit experience applicable to the position for which you are applying:

What business or farm equipment can you operate? (For example, computers, copiers, tractors, etc.)

If applying for an administrative position:  
 Typing skills      \_\_ Yes    \_\_ No  
 Words/Minute:

In what computer software programs and operating systems are you  
**proficient?** [Name the package(s).]

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY**

|  |           |
|--|-----------|
| <ul style="list-style-type: none"> <li>• In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.</li> <li>• I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.</li> <li>• I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.</li> </ul> |           |
| Date   | Signature |