



## PREVIOUS EMPLOYMENT

(Please indicate your last 2 jobs)

1. Employer: \_\_\_\_\_  
Employer's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Dates Worked: \_\_\_\_\_  
Position: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

2. Employer: \_\_\_\_\_  
Employer's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Dates Worked: \_\_\_\_\_  
Position: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

Check all areas in which you have experience:

- |  |  |
|--|--|
| <input type="checkbox"/> Microsoft Outlook or E-mail       | <input type="checkbox"/> Social Networking           |
| <input type="checkbox"/> Microsoft Word or Word Processing | <input type="checkbox"/> Internet Searches           |
| <input type="checkbox"/> Microsoft Excel                   | <input type="checkbox"/> Library Management Software |
| <input type="checkbox"/> Microsoft Publisher               | <input type="checkbox"/> Web Page Design             |
| <input type="checkbox"/> Database Management               | <input type="checkbox"/> Public Relations            |
| <input type="checkbox"/> Office Skills                     | <input type="checkbox"/> Other: _____                |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

1. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Number of years you have known this person: \_\_\_\_\_  
Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Number of years you have known this person: \_\_\_\_\_  
Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Number of years you have known this person: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Other information pertinent to your application for this position (optional):

\_\_\_\_\_  
\_\_\_\_\_