

APPLICATION FOR EMPLOYMENT

Please print or type.

An Equal Opportunity Employer

Name	Address	City/State/Zip
Donna Monroe	602 Elm Street	Buffalo, NY 14240-1712
Telephone Number	Social Security Number	
(716) 555-0025	123-456-7890	
U.S. Citizen? Yes No	Position Applying for?	Desired Salary?
Yes	Bookkeeper	Open

WORK EXPERIENCE

Current/Most Recent Employer	Address	
Corner Pharmacy	Buffalo Shopping Center, Buffalo, NY 14241-1342	
Job Title	Dates of Employment	from 10/96 to /Present
Cashier		
Supervisor	Salary	Reason for Leaving?
Mrs. Glenfield	\$6.50/hour	Seeking full-time career position
Previous Employer	Address	
Job Title	Dates of Employment	from / to /
Supervisor	Salary	Reason for Leaving?
Previous Employer	Address	
Job Title	Dates of Employment	from / to /
Supervisor	Salary	Reason for Leaving?

EDUCATION

High School	City and State	Attended from
South Buffalo High School	Buffalo, NY	8/92 to 6/96
GPA	Degree	Activities, Honors
B+	Diploma	Junior Achievement club member
College	City and State	Attended from
Lakeside Community College	Buffalo, NY	9/96 to 6/98
GPA	Degree	Activities, Honors
3.5	A.S., Accounting	

SPECIAL SKILLS, LICENSES, TRAINING, OR MILITARY EXPERIENCE

Coursework in contemporary tax compliance, accounting information systems.

REFERENCES (Do not include the names of relatives or former employers)

Name	Address	Telephone Number
1. James Lerner (instructor)	Lakeside Community College, Buffalo, NY 14242-6415	(716)555-1100
2. Rosa Sanchez (instructor)	Lakeside Community College, Buffalo, NY 14242-6415	(716)555-1100
3. Tom Rowan (neighbor)	605 Elm Street, Buffalo, NY 14240-1714	(716)555-3854

CERTIFICATION

I certify that all information on this application is true. I understand that termination may result if any information is found to be untrue. I understand that employment is subject to passing drug tests conducted at the direction of the Company.

(sign) 	July 6, 20-
Signature	Date

Form 956 Rev. 8/98

Application Form