



**ADDITIONAL INFORMATION**

Describe specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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

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**OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications.

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State any additional information you feel may be relevant to the job(s) in which you are applying for.

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**SPECIALIZED SKILLS**

_____ CRT	_____ Fax	Production/Mobile Machinery (list): _____	Other _____
_____ P C	_____ Excel	_____	_____
_____ Calculator	_____ MS Word	_____	_____
_____ Typewriter WPM	_____ MS Access	_____	_____
_____ MS PowerPoint	_____ Any accounting software		

**EMPLOYMENT HISTORY** LIST IN DATE ORDER, MOST RECENT FIRST

**I**

Name of Employer \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Supervisor's name and title \_\_\_\_\_

Your Title \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Wage \$ \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_

Describe work performed \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**II**

Name of Employer \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Supervisor's name and title \_\_\_\_\_

Your Title \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Wage \$ \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_

Describe work performed \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**III**

Name of Employer \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Supervisor's name and title \_\_\_\_\_

Your Title \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Wage \$ \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_

Describe work performed \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

<b>PERSONAL REFERENCES</b>			
NAME/ADDRESS	RELATIONSHIP	DAY TIME PHONE	EVENING PHONE
1			
2			
3			

**ACKNOWLEDGEMENT**

**I certify that I have completed this application and the information provided by me is correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired.**

**I authorize the MARC Inc. to contact any and all of the references and employers listed on this application so that employment related information and character references may be obtained.**

**I release any mentioned references and employers and the MARC Inc. from any and ALL liability of any damages that may result from information disclosed.**

**I understand that evidence of adverse driving history and/ or length of driving history may not solely exclude me from employment consideration at MARC Inc., however, I understand that if I am applying for a position that requires driving for MARC Inc., I may not be eligible for hire.**

**I understand that evidence of criminal history may not solely exclude me from employment consideration at MARC Inc., however, certain positions require that I am able to satisfy the background level 2 screening requirements of the APD (Agency for Persons with Disabilities) and DCF (Department of Children and Families) to be eligible for hire.**

**I understand that if I am applying for a position that requires proof of education, High School Diploma/ GED/ Professional Certifications and/or College Degrees, such correspondence must be provided to permit hire.**

**I am aware that verification of eligibility to work in the United States must be satisfied for hire.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date