

Reserve Application

Application for position of:

Date:

GENERAL INSTRUCTIONS: Hand write or hand print an answer to every question. If question does not apply to you, so state with N/A. If space available is insufficient, use a separate sheet and precede each answer with the number of the referenced block. **DO NOT MISTATE OR OMIT** material fact since the statements made herein are subject to verification to determine your qualifications for employment.

1. Last Name:	First Name:	Middle Name:
2. Alias(es), Nickname(s), Maiden Name, Other Changes in Name:		3. Social Security Number:
4. Telephone Number: (area)-(number)	5. Present Residence Address: (street or rfd) (city) (state) (zip)	
6. Date of Birth: (month-date-year)	7. Height:	Weight:
Email address:	8. United States Citizen:	Yes <input type="checkbox"/> No <input type="checkbox"/>

9. Military Status: Have you served in the U.S. Armed Forces? Yes No

* If YES, attach photostatic copy of discharge or separation papers.

A. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial?

Yes No If YES, give date, place, law enforcing authority or type of court or court-martial, charge and action taken for each incident, using a separate sheet to record the information.

B. Are you presently a member of U.S. Reserve or National or State Guard organization?

Yes No If YES, complete the following:

Grade/Service No:

Service/Component:

Organization/Station/Unit/Location:

10. Education:

A. List all high schools attended.

Name	Location	Dates Attended

B. Higher education. List information below for all colleges or universities attended.

<i>Name and Location</i>	<i>Dates Attended</i>	<i>Degree Received</i>

C. Major college courses:

D. Other schools or training. Give for each the name and location of school, dates attended, subjects studied, and certificate.

11. Foreign Language: Enter foreign language and indicate your knowledge of each by placing an "X" in the proper column.

<i>Language</i>	<i>READING</i>		<i>SPEAKING</i>		<i>UNDERSTANDING</i>		<i>WRITING</i>	
	<i>Good</i>	<i>Fair</i>	<i>Good</i>	<i>Fair</i>	<i>Good</i>	<i>Fair</i>	<i>Good</i>	<i>Fair</i>

12. Special Qualifications and Skills:

A. Indicate type of special license such as pilot, radio operator, etc. and date license expires. (Except vehicle operator's license).

B. Special skills you possess and machines and equipment you can use.

C. Approximate number of words per minute:

Typing:
Shorthand:

w.p.m.
w.p.m.

13. Vehicle's Operators License:

Give the following information concerning any vehicle operator's license you have held or now hold.

<i>Kind of License</i>	<i>Place of Issue</i>	<i>Date of Expiration</i>	<i>Restrictions</i>

Have you ever been denied issuance of a license or have you ever had a license suspended or revoked?

Yes

No

Explain fully:

14. Have you ever had automobile insurance withdrawn or revoked or have you ever been refused automobile insurance?

Yes

No

If YES, give details, including reasons, names of companies, dates, etc.

Give name, address and phone number of the insurance company with whom you now have auto insurance:

15. Employment

Begin with your most recent job and list your work history for the past TEN years, including part-time, temporary or seasoned employment, and all periods of unemployment.

From Date:	Name and Address of Employer:	Why did you leave?	Job Title:
To Date:		Description of your duties:	
Salary:	Telephone:	Supervisor:	Co-Worker:

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To Date:		Description of your duties:	
Salary:	Telephone:	Supervisor:	Co-Worker:

Have you ever been discharged, asked to resign, or subjected to disciplinary action while in any position?

Yes No *If YES, state circumstances:*

Have you ever resigned (quit) after being informed your employer intended to discharge (fire) you for any reason?

Yes No *If YES, state circumstances:*

16. Arrest, Detention and Litigations:

(Show all arrests including traffic citations)

A. Have you ever been arrested or detained by a law enforcement agency?

Yes No *If YES, list dates, agency and charges.*

B. Have you been involved in court action? Include all traffic violations, in this state or elsewhere.

Yes No *If YES, list date, location, court, and disposition.*

17. Do you use, or have you ever used, any illegal drugs or substances?

Yes

No

If the answer to the above question is YES, list full details below:

18. Residences: List all residences for the past TEN years, beginning with present:

Month and Year		Street and Number	City	State
From	To			
<i>(name, address, phone of landlord)</i>				
<i>(name, address, phone of landlord)</i>				
<i>(name, address, phone of landlord)</i>				
<i>(name, address, phone of landlord)</i>				
<i>(name, address, phone of landlord)</i>				
<i>(name, address, phone of landlord)</i>				
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19. References: Character References. (Do not include relatives, former employers, or persons living outside the United States or its Territories). List only character references who have a definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors. List five character references:

Name	Years Known	Address (Business Address Preferred)			
		Street	City	State	Telephone

20. Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means?

Yes No

21. Are you now or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee?

Yes No If YES, to any of the answers above, describe the circumstances:

22. Have you ever been given a pre-employment polygraph examination?

Yes No If YES, list date and agency:

23. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation?

Yes No If YES, give details:
