

EMPLOYMENT HISTORY

| | | | |
|--------------------------|----------------------|-------|-------------------------------|
| EMPLOYER | DATE OF EMPLOYMENT | | WORK PERFORMED / ACHIEVEMENTS |
| | FROM | TO | |
| ADDRESS | | | |
| CITY STATE ZIP TELEPHONE | | | |
| SUPERVISOR | HOURLY RATE / SALARY | | |
| | STARTING | FINAL | |
| REASONS FOR LEAVING | | | |
| EMPLOYER | DATE OF EMPLOYMENT | | WORK PERFORMED / ACHIEVEMENTS |
| | FROM | TO | |
| ADDRESS | | | |
| CITY STATE ZIP TELEPHONE | | | |
| SUPERVISOR | HOURLY RATE / SALARY | | |
| | STARTING | FINAL | |
| REASONS FOR LEAVING | | | |
| EMPLOYER | DATE OF EMPLOYMENT | | WORK PERFORMED / ACHIEVEMENTS |
| | FROM | TO | |
| ADDRESS | | | |
| CITY STATE ZIP TELEPHONE | | | |
| SUPERVISOR | HOURLY RATE / SALARY | | |
| | STARTING | FINAL | |
| REASONS FOR LEAVING | | | |

WORKING SKILLS

IF APPLICABLE, PLEASE CHECK ALL YOUR CURRENT SKILLS

| | | | | |
|--|---|--|--|---|
| <input type="checkbox"/> STOCK CLERK | <input type="checkbox"/> CUSTOMER SERVICE | <input type="checkbox"/> DISPLAY DESIGN | <input type="checkbox"/> FILING | <input type="checkbox"/> SPREADSHEETS |
| <input type="checkbox"/> INVENTORY CLERK | <input type="checkbox"/> STORE MANAGEMENT | <input type="checkbox"/> SECURITY | <input type="checkbox"/> CALCULATOR | <input type="checkbox"/> FINANCIAL REPORTS |
| <input type="checkbox"/> MAIL ROOM | <input type="checkbox"/> PERSONNEL | <input type="checkbox"/> GENERAL CLERICAL | <input type="checkbox"/> ADDING MACHINE | <input type="checkbox"/> POSTING |
| <input type="checkbox"/> FOOD HANDLING | <input type="checkbox"/> MARKETING / SALES | <input type="checkbox"/> SECRETARIAL | <input type="checkbox"/> BOOKKEEPING | <input type="checkbox"/> CREDIT / COLLECTIONS |
| <input type="checkbox"/> MAINTENANCE | <input type="checkbox"/> ADVERTISING | <input type="checkbox"/> TYPING ___ WPM | <input type="checkbox"/> PAYROLL SYSTEMS | |
| <input type="checkbox"/> SALES CLERK | <input type="checkbox"/> GRAPHIC DESIGN | <input type="checkbox"/> DATA ENTRY | <input type="checkbox"/> ACCOUNTS RECEIVABLE | |
| <input type="checkbox"/> CASHIER | <input type="checkbox"/> MERCHANDISE / BUYING | <input type="checkbox"/> COMPUTER OPERATOR | <input type="checkbox"/> ACCOUNTS PAYABLE | |

LIST OTHER SKILLS WHICH YOU FEEL WOULD QUALIFY YOU FOR WORK WITH GIBRALTAR TRADE CENTER

LIST ANY PROFESSIONAL CERTIFICATES, AWARDS OR ACCOMPLISHMENTS YOU HAVE ACHIEVED

EDUCATION

| SCHOOL | NAME AND LOCATION OF SCHOOL | COURSE OF STUDY | NUMBER OF YEARS COMPLETED | DID YOU GRADUATE | DEGREE OR DIPLOMA |
|----------------------------------|-----------------------------|-----------------|---------------------------|------------------|-------------------|
| HIGH SCHOOL | | | | | |
| | | | | | |
| COLLEGE | | | | | |
| | | | | | |
| TECHNICAL OR VOCATIONAL TRAINING | | | | | |
| | | | | | |

SECURITY

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR WITHIN THE LAST 5 YEARS? YES NO

IF YES, GIVE DETAILS _____

HAVE YOU EVER BEEN DISCIPLINED FOR ABSENTEEISM OR TARDINESS? YES NO

IF YES, GIVE DETAILS _____

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN BY AN EMPLOYER? YES NO

IF YES, GIVE DETAILS _____

HAVE YOU EVER TAKEN ANY MERCHANDISE, MONEY OR PROPERTY FROM AN EMPLOYER YES NO

IF YES, GIVE DETAILS _____

NOTE: YOU WILL NOT BE DENIED EMPLOYMENT SOLELY BECAUSE OF A CONVICTION RECORD, UNLESS THE OFFENSE IS RELATED TO THE JOB FOR WHICH YOU HAVE APPLIED.

REFERENCES

PLEASE LIST 2 PROFESSIONAL REFERENCE WHO CAN VERIFY YOUR WORK HISTORY AND PERFORMANCE. REFERENCES SHOULD NOT BE RELATIVES AND MUST HAVE SUPERVISED YOU AT SOME TIME IN YOUR WORK HISTORY.

NAME OF SUPERVISOR _____ TITLE _____

COMPANY NAME AND ADDRESS _____

_____ TELEPHONE _____

NAME OF SUPERVISOR _____ TITLE _____

COMPANY NAME AND ADDRESS _____

_____ TELEPHONE _____