



**Education:**

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Level	Name & Location (City & State)	From (Mo & Yr)	To (Mo & Yr)	Major/Course of Study	Degree/Diploma	Graduation Date (Mo & Yr)
High School						
College/University						
Graduate School						
Other: Tech, Voc. Post, Grad, etc.						

**Employment Record:**

Complete employment history below. When possible, please go back four (4) employers or ten (10) years. List most recent first.

Company Name & Address	Name of Supervisor	Type of Work	From (Mo & Yr)	To (Mo & Yr)	Reason for Leaving

May we contact your current employment? \_\_\_Yes \_\_\_No

**Professional Reference:**

List three persons, not related to you, whom you have known at least one year, and can provide a professional reference.

Name	Address	Business	Day Time Phone #

**Initial:** \_\_\_\_\_

1. Which languages do you speak? \_\_\_\_\_
2. Which languages do you read? \_\_\_\_\_
3. Which languages do you write? \_\_\_\_\_

\_\_\_ Yes \_\_\_ No Have you ever had disciplinary action taken against you as a professional? If yes, please explain below: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ Yes \_\_\_ No Have you ever had any legal action taken against you as a professional? If yes, please explain below: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ Yes \_\_\_ No Have you ever had any professional license denied or revoked in any state? If yes, please explain below: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Applicant's Statement:**

I hereby authorize C.O.P.E., Inc. to obtain any job-related information from law enforcement or other state agencies about relevant criminal records or substantiated reports on child abuse/neglect, elderly abuse or domestic violence. I further understand that information thus obtained may be used in deciding to offer me employment, therefore, I have attached a written statement explaining any such reports if their existence is already known to me or if I have not already explained them in response to other questions on this application.

I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity, and failure to submit such proof will result in denial of employment.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial:** \_\_\_\_\_