

Employment Application

- ✓ Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ Do you need an accommodation to participate in the application or interview process? Yes No

Employer _____ Job Order # _____
Job Title _____

PERSONAL DATA

Name RICHARD ANDERSON
Present Address 124 W 67TH ST City VESPER State WI Zip 54381
Phone (715) 424 - 6635 Message Phone (715) 424 - 6635 E-Mail Address RANDERSON@CNET.COM
Driver's License: Operator CDL CDL Type _____ Endorsements _____

EDUCATION

High School Diploma or GED? Yes No Post Secondary Degree? YES - A.A.
Name of school beyond High School HAGERSTOWN BUSINESS COLLEGE
Training Length 2 YEARS Date Completed 1995
Major BUSINESS OPERATIONS Minor _____
Apprenticeship Level _____ In which trade? _____

WORK EXPERIENCE (List most recent work experience first)

Company Name OZONE PHARMACEUTICALS Immediate Supervisor HANK GEPSEK
Complete Address PO BOX 982 ATLANTA GA 21846
Street / P.O. Box City State Zip Code
Job Title ADMINISTRATIVE ASSISTANT Phone (484) 332 - 4861

Job Description (duties, skills, equipment used) _____
- HANDLED COMPANY CORRESPONDENCE
- OPERATED FILING SYSTEM
- TRAINED NEW EMPLOYEES
- TYPED DOCUMENTS
- ARRANGED SOCIAL GATHERINGS FOR EMPLOYEES

Dates: From (mm/yy) 01 / 2000 To (mm/yy) 08 / 2010 Reason for leaving MOVE HOME

WORK EXPERIENCE

Company Name MARITTA CHAMBER OF COMMERCE Immediate Supervisor MARY BETH MARMUS
Complete Address 111 MAIN ST MARITTA GA 24569
Street / P.O. Box City State Zip Code
Job Title SECRETARY Phone (489) 664 - 1375

Job Description (duties, skills, equipment used) _____
- ORGANIZED YEARLY CHAMBER GALA
- TYPED DOCUMENTS
- ANSWERED PHONES AND MET WITH PUBLIC
- COPIED BROCHURES
- WROTE NEWSLETTER

Dates: From (mm/yy) 6 / 1995 To (mm/yy) 12 / 1999 Reason for leaving BETTER JOB

USE JS-513 FOR ADDITIONAL WORK EXPERIENCE AS NEEDED.

ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION

Examples include; classes (include dates), certificates, current licenses, specific equipment and other skills.

LIST REFERENCES (preferably persons who know about your work/training)

Name	Address	Phone Number
MARY BETH MARMUS	111 MAIN ST MARITTA, GA	(489) 131 - 6288
GEN. STANLEY WALLACE	698 BIRCH RD MARITTA, GA	(489) 555 - 3232
MAJ AMY TERLON	5 JOHNSON ST VESPER, WI	(915) 424 - 7768

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? Yes No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature: RICHARD ANDERSON Date: 10/20/2011