



APPLICATION FOR EMPLOYMENT

email: mhc1823@aol.com

PERSONAL INFORMATION

Date of application: _____

Position applying for: Security Officer

PLEASE FILL OUT BOTH SIDES OF THE APPLICATION COMPLETELY

Name:

Last First Middle

Address:

Street (Apt) City/State Zip

Contact Information: (_____) _____ (_____) _____
Home Telephone Mobile Telephone Email

Are you currently employed? _____ May we contact your current employer? _____

EDUCATION

Name and Location	Degree and/or Major	Graduation Date	
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed _____ Company Name _____ Location _____

Role/Title _____

Tasks performed _____

Reason for leaving _____

Please list beginning from most recent

Dates Employed _____ Company Name _____ Location _____

Role/Title _____

Tasks performed _____

Reason for leaving _____

Please list beginning from most recent

Dates Employed _____ Company Name _____ Location _____

Role/Title _____

Tasks performed _____

Reason for leaving _____

SKILLS

Please list any clerical skills, typing, wpm, computer skills, medical terminology, legal terminology, certifications.

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

REFERENCES

Give the names of three persons not related to you:

Name	Address	Telephone	Occupation
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The information on this application is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

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