



**PERSONAL REFERENCES**

<u>Name</u>	<u>Telephone Number</u>	<u>Years Known</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REFERENCE INFORMATION** - It is the practice of Univertical to contact previous employers, previous supervisors, previous working associates, and those who know an applicant’s work history or background. It is also the practice of Univertical to contact current employers, current supervisors, or current work associates unless specifically requested not to contact by checking the “No” below.

May we contact your current employer? Yes [  ] No [  ]

**FELONY CONVICTION** – Most convictions will not automatically disqualify job candidates but may require a criminal history background check. The seriousness of an offense, how related to the job and date of conviction will be considered. In order for Univertical to protect its populace and property, applicants are required to answer the following questions. Please list all convictions.

Have you ever been convicted of an offense other than a minor traffic violation?  
Yes [  ] No [  ]

What? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

Explain in detail: \_\_\_\_\_

Final disposition: \_\_\_\_\_

Univertical reserves the right to conduct background checks without notice.

**ACKNOWLEDGMENT** – Univertical may check all information related to my application for work. I have read the information on this form. I understand that being hired and continued employment depends on complete and accurate information received from present and/or past employers or background checks.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer’s service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time with or without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

# WORK HISTORY

(List in **chronological order**, with last or present employer first)

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LAST PAY RATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

SUMMARY OF WORK PERFORMED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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FROM: \_\_\_\_\_ TO: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LAST PAY RATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

SUMMARY OF WORK PERFORMED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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FROM: \_\_\_\_\_ TO: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LAST PAY RATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

SUMMARY OF WORK PERFORMED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_