



## EMPLOYMENT HISTORY

A RESUME MAY BE ATTACHED TO SUPPLEMENT THIS APPLICATION. HOWEVER, ALL ITEMS MUST BE COMPLETED, EVEN IF CONTAINED WITHIN A RESUME. **PLEASE DO NOT WRITE "SEE RESUME."** THIS APPLICATION SHOULD ACCOUNT FOR ALL TIME IN THE LAST TEN YEARS AND EXPLAIN ANY AND ALL PERIODS OF UNEMPLOYMENT. ALL ASSIGNMENTS THROUGH TEMPORARY AGENCIES SHOULD BE INDICATED. YOU MAY INCLUDE VOLUNTEER POSITIONS IF YOU WISH.

**Current or Last Employer** \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Supervisor Tel \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Describe your major duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_

Number of employees directly supervised    Managerial \_\_\_\_\_    Professional/Technical \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer?    Yes    No

**2nd Last Employer** \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Supervisor Tel \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Describe your major duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_

Number of employees directly supervised    Managerial \_\_\_\_\_    Professional/Technical \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**3rd Last Employer** \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Supervisor Tel \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Describe your major duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_

Number of employees directly supervised    Managerial \_\_\_\_\_    Professional/Technical \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**EMPLOYMENT HISTORY CONTINUED**

**4th Last Employer** \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Supervisor Tel \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Describe your major duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_

Number of employees directly supervised      Managerial \_\_\_\_\_      Professional/Technical \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**LIST THREE BUSINESS REFERENCES WHO ARE NOT RELATED TO YOU**

Name \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**EDUCATION & QUALIFICATIONS**

**EDUCATION:** INDICATE HIGHEST GRADE COMPLETED:

Elementary 1  2  3  4  5  6  7  8       High School 9  10  11  12  N/A

College 1  2  3  4       College Attended: Name, City & State \_\_\_\_\_  
N/A       Degree: \_\_\_\_\_

Post-grad 1  2  3  4       Post-Grad Attended: Name, City & State \_\_\_\_\_  
N/A       Degree: \_\_\_\_\_

Other Education: \_\_\_\_\_

**EXPERIENCE AND QUALIFICATIONS - OTHER**

MS Office or Equivalent Experience      Yes      No      If Yes, Please Describe \_\_\_\_\_

Other Computer Experience      Yes      No      If Yes, Please Describe \_\_\_\_\_

List any other job-related courses, training, licenses, certifications, special skills not shown elsewhere in this application

\_\_\_\_\_

**APPLICANT'S STATEMENT & ACKNOWLEDGEMENT**

**THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED,  
AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED**

Initial: _____	I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.
Initial: _____	I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Company, <b>I will be an at-will employee</b> , meaning that either the Company or I may end the employment relationship at any time with or without cause or notice. I understand that only the President of the Company and no manager, supervisor, or other representative of the Company, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the President, any such agreements must be in writing and signed by the President and by me or my authorized representative.
Initial: _____	I further understand and agree that, except for employment-at-will status, if hired my wages, hours, working conditions, job assignments, and compensation rates will be subject to change by TriMark.
Initial: _____	I understand that if I am offered employment, I may be required to sign a non-compete, non-solicitation and non-disclosure agreement, as a condition of the employment.
Initial: _____	I understand that the Company may share the information contained in this application with other employees for employment and administrative purposes and hereby consent to such transfer.
Initial: _____	I hereby authorize the Company to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.
Initial: _____	I understand and expressly agree that if employed by the Company, storage areas provided for me, including lockers, desks, etc, are open to investigation by the Company without prior notice to me.
Initial: _____	If applicable, I agree to undergo a pre-employment physical examination consistent with federal and state law.
Initial: _____	If applicable, I agree to submit to legally permissible drug testing upon an offer of employment from TriMark and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.
Initial: _____	<b>Massachusetts Applicants:</b> I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.
Initial: _____	<b>Maryland Applicants:</b> I UNDERSTAND THAT UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A POLYGRAPH OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Company and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Company and me on such issues.

<p>_____</p> <p><b>APPLICANT'S SIGNATURE</b></p>	<p>_____</p> <p><b>DATE</b></p>
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This application will only be considered in connection with the specific position for which you are applying. A separate application must be submitted for every position in which you are interested.