



Confidential

# EMPLOYMENT HISTORY

This application has been given to you because of our sincere interest in properly considering your back-ground. Please fill it out carefully, for if you are empoeed, it will become part of your permanent record. Giving you this blank does not necessarily indicate there are any postions open and does not in any way obligate you or the company

Middle

First

Last

Name

Date

7940 Woodruff Court, Ravensworth Business Center, Springfield, VA 22151 (703) 321-8500  
3100 Shawnee Drive, Winchester, VA 22601 (540) 662-3100  
11001 Houser Drive, Suite 1, Fredericksburg, VA 22408 (540) 891-4400  
4700 Eubank Road, Richmond, VA 23231 (804) 652-0090  
3451 Simpson Ferry Road, Camp Hill, PA 17011 (717) 761-6611

# EMPLOYMENT POLICY

The objective of Mid South's divisions and subsidiaries is always to search for the most qualified individual for every job opening. The individual skill, experience and personal capabilities of every job applicant will be carefully evaluated. Employment, training, advancement and pay will always be on the basis of qualification without regard to race, color, religion, sex, national origin, age or handicap.

Position Desired \_\_\_\_\_

Starting Salary Expected \_\_\_\_\_ When Available \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ U.S. Citizen Yes No

## EDUCATION

	Name and Location	Dates Attended		Major Subject	Minor Subject	Degree	Date Graduated	
		Mo	Yr				Mo	Yr
High School								
College								
Graduate School								
Technical Business or Other								

College Grade Average \_\_\_\_\_ Out of Possible \_\_\_\_\_ Rank in class \_\_\_\_\_ Top 1/4 \_\_\_\_\_ 2nd 1/4 \_\_\_\_\_ 3rd 1/4 \_\_\_\_\_ 4th 1/4 \_\_\_\_\_ Years of school \_\_\_\_\_

Foreign Language Skills \_\_\_\_\_ Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

Met College Expenses \_\_\_\_\_ Working \_\_\_\_\_ % Parents \_\_\_\_\_ % Scholarship \_\_\_\_\_ % Other \_\_\_\_\_ %

Please list part or full time jobs in college	College activities and offices held that do not reveal race, color, religion, sex national origin, age or handicap
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Are you licensed to practice any trade or profession? Yes No If yes, state nature of license, issuing authority and date

Please list professional, social, community or business activities and interests which do not reveal race, color, religion, sex, national origin, age or handicap:

# EMPLOYMENT

List in order with most recent employer first. Include military service and periods of employment.

Company		Address		Reason for Leaving				
To Mo	Yr	Job Title	All Former Supervisors Names and Titles	No. of Employees Supervised	Base Salary Start	Total Earning Start		
From Mo		Description of Duties: (if available attach current job description)			Finish		Finish	
					Finish		Finish	
Company		Address		Reason for Leaving				
To Mo	Yr	Job Title	All Former Supervisors Names and Titles	No. of Employees Supervised	Base Salary Start	Total Earning Start		
From Mo		Description of Duties: (if available attach current job description)			Finish		Finish	
					Finish		Finish	
Company		Address		Reason for Leaving				
To Mo	Yr	Job Title	All Former Supervisors Names and Titles	No. of Employees Supervised	Base Salary Start	Total Earning Start		
From Mo		Description of Duties: (if available attach current job description)			Finish		Finish	
					Finish		Finish	
Company		Address		Reason for Leaving				
To Mo	Yr	Job Title	All Former Supervisors Names and Titles	No. of Employees Supervised	Base Salary Start	Total Earning Start		
From Mo		Description of Duties: (if available attach current job description)			Finish		Finish	
					Finish		Finish	
Earlier Employers		Address			From Mo	Yr	To Mo	Yr

# General

Have you ever worked or applied for employment with Mid South or any of its divisions before?  When? \_\_\_\_\_ Where? \_\_\_\_\_

Referred to Mid South by: \_\_\_\_\_

Names of friends and relatives employed by Mid South or its divisions \_\_\_\_\_

Willing to relocate?  Geographical Preference \_\_\_\_\_ Willing to travel?

Do you possess a valid driver's license?  Date obtained \_\_\_\_\_ License No and State \_\_\_\_\_

Driving Record: \_\_\_\_\_ Number of Points \_\_\_\_\_ Date of last violation \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No  
If yes, explain: \_\_\_\_\_

# HEALTH

Please give date of last health examination: \_\_\_\_\_ Reason for Examination \_\_\_\_\_ Findings \_\_\_\_\_

How much time have you lost from work in the past year? \_\_\_\_\_

Have you had treatments or consultation for any physical or mental disorders?  Yes  No

Nature of illnesses or problems: \_\_\_\_\_

Was recovery complete?  Yes  No  
Describe any chronic conditions or disabilities which may affect your employment \_\_\_\_\_

# REFERENCES

May we communicate with your present employer now?  Yes  No

If not, may we check anyone else in confidence concerning present position, such as clients and former employees?

Name \_\_\_\_\_ Company and Address \_\_\_\_\_ Phone \_\_\_\_\_

List business references whom we can contact now and who have knowledge of your employment and professional competence. Attempt to give up those who were superior to you, on equal level, and subordinates. Do not list Relatives or Personal Friends.

Name	Business Relationship	Address	Phone

# EMERGENCY

In case of emergency, please notify \_\_\_\_\_ Day \_\_\_\_\_  
Night \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Please read the following statement carefully before you sign

I understand that employment is contingent upon a comprehensive investigation of my records and references. I hereby authorize the company and its agents to conduct the investigation of my record, references, and credit rating. Moreover, I hereby release Mid South and their investigating agencies from any and all liability of whatever nature resulting from requesting such information. I also understand that in the event of my employment, I will be subject to immediate dismissal if I have deliberately made false or misleading statements in answer to questions contained in this application.

Signature \_\_\_\_\_ Date: \_\_\_\_\_