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| --- |
|  **Resume Application*****Office Use Only*****Resume Received By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Prepared By:\_\_\_\_\_\_\_** \_\_\_\_\_ **Completed On:** \_\_\_ |
| ***NOTICE TO STUDENT*:**The purpose of this application is not just to collect information to prepare your resume, but to find out if you require assistance when completing a real job application. Complete ALL fields- anything left incomplete, will result in an ineligible application, and your resume will not be created or updated. It takes up to TWO WEEKS to receive your resume. It will be sent back to you by Email. Once you approve it, it will be YOUR responsibility to update any additions or changes. |

**PLEASE FILL OUT ALL INFORMATION AND EMAIL AS AN ATTACHEMENT TO:**

**info@accesscareers.net**

***GENERAL INFORMATION*** – **All Information Required**

First Name:

Last Name:

Middle Name:

City:

State:

Zip:

Cell Phone:

E-Mail:

### Name of Program Completed:

### Name of your classroom instructor:

### Graduation Date (Completion Date on your Certificate):

* Name of facility where you did your internship (If applicable):
* Dates of Internship (If applicable):
* Please indicate your:
* CNA License #: Expiration: Date\_\_\_
* CPR License #: Expiration: Date\_\_\_
* EKG License #: Expiration: Date\_\_\_
* Phlebotomy License #: Expiration: Date\_\_\_
* PCT License #: Expiration: Date\_\_\_
* Pharmacy Tech License #: Expiration: Date\_\_\_
* Medical Assistant License #: Expiration: Date\_\_\_

***WORK READINESS INFORMATION-* Incomplete applications will not be processed**.

* Are you available to work Full Time or Part Time?
* What other language do you know fluently?
* For compliance with The Immigration Reform and Control Act, are you legal to work in the US?
* Have you been convicted of a felony?
* What computer skills do you have?
* What other technical skills do you have?
* What type of transportation will you use to get to work?

***EDUCATION INFORMATION***

**High School Name:**

Address/Location:

Date Graduated:

**College Name:**

Address/Location:

Course of Study:

Type of Degree / Diploma:

Date Graduated:

**Other Schools Attended Name:**

Address/Location:

Course of Study:

Type of Degree / Diploma:

Date Graduated:

**Other Schools Attended Name:**

Address/Location:

Course of Study:

Type of Degree / Diploma:

***EMPLOYMENT HISTORY***

Starting with the most recent, describe *ALL* paid, military and applicable voluntary experience for the last 5 years. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items.

**Employer Name:**

Address:

Start Date:

End Date:

Job Title:

Duties:

**Employer Name:**

Address:

Start Date:

End Date:

Job Title:

Duties:

**Employer Name:**

Address:

Start Date:

End Date:

Job Title:

Duties:

I hereby certify that the information contained in this application is true and correct. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Access Careers as well as from any use or disclosure of such information by Access Careers or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive job placement assistance. I also understand that all offers of employment obtained from the use of this resume must be reported immediately to Access Careers. All information that is provided will be used for record-keeping purposes and will be kept in the graduate’s main academic file. Furthermore, such information will not be used for any discriminatory purpose.

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Drop off Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**