



**Office of Human Resources**

125 College Drive, Casper WY 82601  
307-268-2727 ... FAX 307-268-2065 [www.caspercollege.edu](http://www.caspercollege.edu)

**Education, References,  
and Employment History**

*Use this form when not submitting a resume and reference list.  
See opening announcement for complete application requirements*

Date \_\_\_\_\_ Position \_\_\_\_\_

Full name \_\_\_\_\_  
as it appears on your Social Security card

Education: Indicate school year completed: 9 10 11 12 (GED) College 1 2 3 4 5 6 +  
List formal schooling (**after high school**) beginning with most recent

Name and Location of School or Institution	Dates Attended	Credit Hours	Major Field	Degree or Certificate

**References: Include those who are familiar with your qualifications for the position you are seeking:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address, City, State \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address, City, State \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address, City, State \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

May we contact your employer for a reference? PAST Yes \_\_\_ No \_\_\_ CURRENT Yes \_\_\_ No \_\_\_

**Employment History:** (List most recent first; use additional space if needed to list all jobs held within last TEN years)

Name and Location of Institution or Company	Dates	Position and Duties	Supervisor Name
	From To		
	FT / PT		Telephone
Reason for Leaving			
Name and Location of Institution or Company	Dates	Position and Duties	Supervisor Name
	From To		
	FT / PT		Telephone
Reason for Leaving			
Name and Location of Institution or Company	Dates	Position and Duties	Supervisor Name
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