



APPLICATION FOR EMPLOYMENT

Federal and state laws prohibit discrimination in employment practices on account of race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, handicap, sexual orientation, arrest record, conviction record, membership in the national guard, use or non use of lawful products off premises.

Last Name, First Name, MI		Date
Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work record?		
Present Address (Include Street, City, State and Zip Code)		Phone #
Last Previous Address (if at present address less than two years)		
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Earliest start date:	
Are you legally authorized to work in the United States at the present time?	Have you ever been convicted of a crime that may cause you not to be bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you ever employed by this organization? <input type="checkbox"/> Yes, when and in what position _____ <input type="checkbox"/> No	How were you referred to this organization?	
Position Desired:	<input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Friend/Employee <input type="checkbox"/> Employment Agency <input type="checkbox"/> On my own <input type="checkbox"/> School <input type="checkbox"/> CCU Website <input type="checkbox"/> Jobnet/State Agency <input type="checkbox"/> Other source _____	
Status (circle one) full / part-time / summer	Salary Desired: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	
If part-time, what days and hours are you available?		

For reference purpose You may You may not **contact my present employer.**

Work Experience—account for all employment since high school or last five years, whichever is less, with most recent experience first.

From Mo/Yr	To Mo/Yr	Employer Name, Address	Principal Duties	Salary Beg. / End	Supervisor's Name, Title, #	Reason for leaving
				/		
				/		
				/		
				/		
				/		

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Education Background			
Name	Address	Course of Study	Graduate? If yes, state degree.
High School:			
College/Tech/Bus. School:		Major: Minor:	
Graduate School:			

Special Skills (fill in only if job related): _____

References: Give the name and telephone number of three references you have worked with who can provide background on your work history.

Employee Responsibility to the organization. (Please read before signing.)

As a condition of my employment, I accept the principle that the welfare of the organization depends upon the conduct and honesty of the staff and upon the trust and confidence of people. Our member-owners rightly expect honesty, security and confidentiality in their affairs. If employed, I agree to abide by the following:

1. I agree to give no unauthorized information relative to the accounts of the organization or its relationship with others, and to discuss no matters of a confidential nature relating to the organization's affairs unless such discussion is in the necessary course of the organization's business and is in accordance with the organization's policy.
2. I also agree to inform the management of the organization, without delay, of any fraud, false entry, or substantial error in any records of the organization or of any embezzlement or employee misconduct, which I discover or know to have taken place in connection with property or funds of the organization.

If you have any questions regarding this statement, please ask them of any interviewer before signing.

"I hereby certify that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement, or omissions by me in the Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to this Company. This includes furnishing a false name or social security number. I have read, understand and agree to the above statement. **(Please initial here).** _____

I further understand that no representative of the Company has the authority to enter into any agreement for employment for any specified period of time and that this Company is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by this Company, and, if hired, my employment will be at will and may be terminated at any time without prior notice. I have read, understand and agree to the above statement. **(Please initial here).** _____

I understand that this application will remain on file for 60 days for consideration. After 60 days, if I am still interested in a position with this company, it will be necessary for me to complete a new application form."

SIGN HERE _____ **DATE** _____