

APPLICATION FOR EMPLOYMENT



An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Position(s) applied for _____ Today's Date _____

Name _____
Last First Middle Initial

Address _____
Mailing Address City State Zip

Telephone Number _____ Mobile Phone _____ E-Mail address _____

Referral Source (How did you hear about CMM)? _____

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes No

Were you ever employed here? Yes No If yes, when? _____

Are you legally eligible to work in the U.S.?..... Yes No

Date available for work? _____ What is your desired salary range? _____

Type of employment desired Fulltime Part time Temporary Seasonal

Driver's license number if driving may be required in position for which you are applying _____ State _____

Have you ever been convicted of any law violation? (A conviction will not necessarily disqualify an applicant for employment.)

Include any plea of "guilty" or "no contest." Exclude minor traffic violations.)..... Yes No

If yes, give details

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.) _____

SKILLS AND QUALIFICATIONS

What skills or additional training do you have that relate to the job for which you are applying?

COMPUTER SKILLS

(Check appropriate boxes. Include software titles and years of experience.)

Word processing _____ Years: _____ E-Mail _____ Years: _____
 Spreadsheet _____ Years: _____ Internet _____ Years: _____
 Presentation _____ Years: _____ Other _____ Years: _____

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS	Number of Years Completed	Diploma/ Degree/Certificate	Subjects Studied

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

EMPLOYER _____ Telephone # _____ Employment Dates _____ to _____

Address _____ City _____ State _____ Zip _____

Job Titles & Duties _____ Pay: Start \$ _____ Final \$ _____

Reason for leaving _____

Supervisor Name & Contact Number _____ May we contact for reference? Yes No

EMPLOYER _____ Telephone # _____ Employment Dates _____ to _____

Address _____ City _____ State _____ Zip _____

Job Titles & Duties _____ Pay: Start \$ _____ Final \$ _____

Reason for leaving _____

Supervisor Name & Contact Number _____ May we contact for reference? Yes No

EMPLOYER _____ Telephone # _____ Employment Dates _____ to _____

Address _____ City _____ State _____ Zip _____

Job Titles & Duties _____ Pay: Start \$ _____ Final \$ _____

Reason for leaving _____

Supervisor Name & Contact Number _____ May we contact for reference? Yes No

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship	Phone	Number of years Known

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____