

Position(s) applying for _____

Date _____

Personal Data

Full Name _____

Current Address _____

Email Address _____

Cell Phone _____

Evening/Message Telephone _____

Social Security Number _____

Date available to begin work _____

General Information

Have you applied for employment with CCCU before? Yes No

If yes, date of application?

Have you ever been employed by CCCU? Yes No

If yes, date(s) employed & reason for leaving?

Are you a citizen of the United States or otherwise eligible for employment in the United States? Yes No

Proof of identity and eligibility to work in the United States will be required prior to beginning employment.

Are you 18 years of age or older? Yes No *If no, employment is subject to verification of minimum legal age.*

Education

Please provide the following information about each high school, technical school, college and occupational training program you have attended, beginning with the most recent. Attach additional sheets of paper if necessary. List seminars, workshops and employer-sponsored training in the Additional Training section below. You may attach a resume instead of completing this section so long as the resume includes all of the information requested.

School Name	School Address	Major or Course of Study	# Years Attended	Degree/ Diploma

Employment History

Please provide the following information for **all** of your prior employers since you finished school, beginning with your most recent employer. Attach additional sheets of paper if necessary. You may attach a resume instead of completing this section so *long as the resume includes all of the information requested.*

Are you currently employed? Yes No If yes, may we contact your present employer? Yes No

Employer _____ Telephone Number _____

Address _____

Title/Duties _____

Supervisor's Name & Title _____

Reason for Leaving _____

Start Date _____ End Date _____

Employer _____ Telephone Number _____

Address _____

Title/Duties _____

Supervisor's Name & Title _____

Reason for Leaving _____

Start Date _____ End Date _____

Employer _____ Telephone Number _____

Address _____

Title/Duties _____

Supervisor's Name & Title _____

Reason for Leaving _____

Start Date _____ End Date _____

List each time you have been unemployed for one month or longer since leaving school. Attach additional sheets if needed.

Time Period

Reason for Unemployment

Additional Training

Please describe any additional training or professional development you have received, beginning with the most recent. Attach additional sheets of paper if necessary. You may attach a resume instead of completing this section so long as the resume includes all of the information requested.

Name & Description of Program Received	Program Sponsor & Address	Dates Attended	Certification

Military Service (Optional)

Branch of Service _____ Rank Attained _____ Dates of Service _____ Type of Discharge _____

Where served _____ Specialty _____

Additional Information

Do you have any licenses or certifications which are relevant to the position for which you are applying? Please describe.

Have you ever been listed by any other name on education, military, employment or other records? Yes No

Please list all your names and the dates when they applied on a separate sheet of paper.

Have you ever been discharged or requested to resign from a position? Yes No

If so, please explain on a separate sheet of paper.

Why do you desire to make a change in employment?

Will you work overtime whenever necessary? Yes No

If no, describe all limitations on your ability to work overtime when required on a separate sheet of paper.

If hired, do you have a reliable means of regularly traveling to and from work? Yes No

How?

If applicable to the position for which you are applying, what factory machines, office equipment or other devices can you operate?

Are you presently under a noncompetition, trade secret or nondisclosure agreement? Yes No

If yes, please explain on a separate sheet of paper.

Have you ever been disciplined by an employer for attendance problems? Yes No

If yes, please explain on a separate sheet of paper.

Are you presently using or have you used illegal drugs within the last 90 days? Yes No

If yes, please explain on a separate sheet of paper.

Notices & Acknowledgements

Please read carefully before signing.

- CCCU is committed to the principle of equal employment opportunity in all terms and conditions of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfers, termination, company-sponsored training, education, tuition assistance and social and recreational programs. We will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, citizenship status, age, disability, status as a disabled veteran or veteran of the Vietnam era, sexual orientation or any other reason prohibited by law.
- The information I have provided on this application is accurate to the best of my knowledge and is subject to verification by CCCU. I understand that false statements or material omissions in my application materials may result in immediate dismissal.
- I understand that if employed, I am required to abide by all rules, regulations and policies of CCCU.
- I understand that use of this application does not indicate there are any positions open and does not in any way obligate CCCU to offer me employment.
- I understand that an offer of employment is subject to my providing proof of work eligibility, as required by United States law and my completion, satisfactory to CCCU, of any and all pre-employment tests and procedures CCCU decides to use.
- I authorize CCCU to investigate my past and present work history as well as my character, education, credit history and criminal records to ascertain any and all information which may be pertinent to my employment qualifications.
- I authorize the schools, employers and references I listed in my application materials to release information about my school history, work history, character and qualification to all persons, firms, agencies or companies which may request this information in connection with my application for employment with CCCU. In authorizing release of this information, I hereby release my schools, employers, references and all individuals associated with my schools, employers and references from any and all liability that may result from providing this information to CCCU. This authorization will be valid for three (3) months from the date of my signature below.
- If employed, I understand my employment and compensation can be terminated with or without cause and with or without notice at any time, at the option of either CCCU or myself. I understand that no representative of CCCU, other than the CEO, has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to provisions of this paragraph. Representations to the contrary must be in writing and must be signed by the CEO.
- I acknowledge that no other representations concerning the term or nature of my employment have been made to me or relied on by me.
- If employed, I agree that if CCCU advances any paid leave before it has been accrued, advances or loans any money during the course of my employment or if I lose, damage or fail to return any property of CCCU, I authorize CCCU to deduct from my wages sufficient funds to repay the paid leave, loans or advances or to replace its property.
- I certify I am not engaged in any outside activity or business that could be considered in conflict with the interest of CCCU or those of its customers or clients and will not become engaged in such activity or business if employed.
- I acknowledge this application is valid for only 30 days from the date signed. I will submit a new application if I want to be considered for job openings more than 30 days from the date signed.
- I agree that any claims I may have against CCCU arising out or relating to my application for employment or my subsequent employment with CCCU shall be settled by arbitration administered by the American Arbitration Association under its National Rules for the Resolution of Employment Disputes. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction of the dispute.

Date

Signature of Applicant