

Application For Employment

We offer equal opportunities to all persons without regard to race, color, religion, age, marital or veteran's status, sex, national origin, disability, or any other legally protected status.

(Please Print)

Position Applied For		Date Of Application	
How Did You Learn About Us?			
_____ Advertisement		_____ Friend	
_____ Employment Agency		_____ Walk-in	
Other _____		_____ Relative	
Last Name		First Name	
		Middle Name	
Address		Number	
Street		City	
State		Zip Code	
Telephone Number		Emergency Phone Number	
Social Security Number			

If you are under 18 years of age can you provide required proof of your eligibility to work?

____ Yes ____ No

Have you ever filed an application with us before?

____ Yes ____ No
If Yes, give date _____

Have you ever been employed with us before?

____ Yes ____ No
If Yes, give date _____

Are you currently employed?

____ Yes ____ No

May we contact your present employer?

____ Yes ____ No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?

____ Yes ____ No

Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work?

Are you available to work: ____ Full Time ____ Part Time ____ Shift Work ____ Temporary

Are you currently on "lay-off" status and subject to recall?

____ Yes ____ No

Can you travel if a job requires it?

____ Yes ____ No

Have you been convicted of a felony?

____ Yes ____ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

	Elementary School					High School				Undergraduate/College				Graduate/Professional			
School Name & Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course Of Study																	
Describe any specialized training, apprenticeship, skills, and extra curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application.																	

List professional, trade, business or civic activities and offices held.

You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.

References

Give name, address and telephone number of three references who are not related to you and are not previous employers

1. _____
2. _____
3. _____

Have you ever had any job related training in the United States military? ____ Yes ____ No
If yes please describe: _____

Do you have a driver's license? _____

If so, show State _____ Number _____

Office Applicants: Can you take Shorthand? _____ Are you a Typist? _____

What office machines do you operate? _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude volunteer activities which indicates race, age, religion,, sex, national origin, ancestry, disability or other protected status.

1. Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
2. Employer	Telephone	Dates Employed		
		From	To	
Address				
Job Title		Hourly Rate/ Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

3. Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

May we contact the employers listed? _____ If not, indicate which one(s) you do not wish us to contact.

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of any report that is made.

I understand that I am making application only for the current vacancy and that I must reapply for any subsequent vacancies.

If I were to be offered employment or in my being considered for employment by Community Telecom Services, I agree to conform to the rules and regulations of Community Telecom Services and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by Community Telecom Services at any time, at Community Telecom Service's sole option and without any prior notice to me.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Community Telecom Services and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Community Telecom Services unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Community Telecom Services retains the same right.

Should I be offered employment I understand that I will be required to submit to a physical examination which may include a drug screen and the my employment will be conditional upon the results of said physical examination and drug screen.

Signature of Applicant _____ Date _____

Arrange Interview Yes _____ No _____

Remarks _____

Employed Yes _____ No _____ Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Dept. _____

NOTES
