

Employment Application

In order that we may better understand your qualifications and interests and to assure you the fullest consideration, please complete all of the items listed below. **Please Type or Print**

PERSONAL INFORMATION

Name		Today's Date
Mailing Address	City	State/Zip Code
Email Address	Primary Phone	Secondary Phone

YOUR JOB REQUIREMENTS

Position Applying for: _____ Date Available to Start Work: _____

This Application is for: Regular Temporary
 Full-Time (37.5 hours/week)
 Part -Time (less than 37.5 hours/week) Hours/week _____

Are you able to work overtime, if needed? _____ Desired Starting Salary \$ _____

EDUCATION AND TRAINING

High School Name & Address: _____
Check highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 or GED

Check Number of Years Completed	Credit Hours	Type of Degree, Diploma or Certificate Received	Major Subject/ Grade Point Average
College <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Graduate School <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 or more			
College or University Click here to enter text. Address			
College/University, Graduate, Professional, Other (i.e., internship, etc) Address			
College/University, Graduate, Professional, Other (i.e., internship, etc) Address			
Business, Vocational or Junior College Address			
Special Honors, Awards, Recognitions			

If you used a different name when enrolled at a college or university listed above, give the name used and the institution involved.
Name: _____ Institution: _____

GENERAL INFORMATION

a. Citizenship: Are you legally authorized to work in the United States? Yes No
As a condition of employment, all employees are required to submit proof of employment eligibility and identity in compliance with the Immigration Reform and Control Act of 1986.

b. Have you ever been employed by CAHEC? Yes No
If Yes, when? Give dates and name used (if different): _____

c. Are you related by blood or marriage to any person now employed by CAHEC? Yes No
If Yes, give name and relationship: _____

d. Can you perform all functions of this job? Yes No
(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

e. Have you ever been discharged from any employment or asked to resign? Yes No
If Yes, explain: _____

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Name of Applicant: _____

Employment History

Please provide a complete employment history listing all positions held including part-time, summer, volunteer & military experience. List your present or most recent position first. If necessary, use the Continuation Sheet. Periods of unemployment must also be included.

Please note: Résumé information supplements, but is not a substitute for completing this section in detail.

A. Title of last position: _____

Employed - From:	Mo.	Yr.
To:		
Full -Time:	Yr.	Mo.
If part-time, hours worked per week _____		
Note: May we contact your current employer regarding your record of employment?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Name:	Phone:
Employer Address:	
Supervisor Name:	Title:
Duties:	
Reason for Leaving/Changing:	

B. Title of next to last position: _____

Employed - From:	Mo.	Yr.
To:		
Full -Time:	Yr.	Mo.
Note: May we contact this employer regarding your record of employment?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Name:	Phone:
Employer Address:	
Supervisor Name:	Title:
Duties:	
Reason for Leaving/Changing:	

C. Title of next to last position: _____

Employed - From:	Mo.	Yr.
To:		
Full -Time:	Yr.	Mo.
Note: May we contact this employer regarding your record of employment?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Name:	Phone:
Employer Address:	
Supervisor Name:	Title:
Duties:	
Reason for Leaving/Changing:	

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Name of Applicant: _____

Special Qualifications and Skills

Special Training or Certifications Relevant to the Position (Include: accounting software products, Microsoft Office Suite, customized databases, and web-based applications.)

Professional References

Based on the employers listed in the Employment History sections, list three current or former supervisors who have definite knowledge of your qualifications for the position for which you are applying. Please do not list personal references.

- | | | | |
|----|-------|---------------|---------------|
| a. | _____ | _____ | _____ |
| | Name | Email Address | Daytime Phone |
| b. | _____ | _____ | _____ |
| | Name | Email Address | Daytime Phone |
| c. | _____ | _____ | _____ |
| | Name | Email Address | Daytime Phone |

How were you referred to us?

- Employee – Name: _____ State or Local Agency: Specify: _____
- School/College – Name: _____ Internet Ad: Specify: _____
- Employment Agency – Name: _____ Other, Specify: _____

Declaration of Applicant

I hereby certify that all information on this application and any Continuation Sheet submitted is true and complete. I authorize persons, schools, current employer (if approved by me in the "Employment History" section), licensing, registration, certifying boards, other organizations, past employers, past supervisors, and references to provide CAHEC with any relevant information needed to consider my candidacy; and I release from liability any person giving or receiving such information. I understand that false or misleading information or documentation, or an omission or failure to include all relevant information may result in rejection of my application, or termination if already employed. I understand that completion of this application or acceptance of an offer of employment does not create any contractual obligation between CAHEC and me.

If employed, I understand that CAHEC or I may terminate or modify the employment relationship at any time without prior notice or cause and that any employment offered is for an indefinite duration and "at will". In consideration of my employment, I agree to abide by all of the Company policies and procedures.

Applicant's Signature _____ Date _____

*Thank you for making an application for employment with **CAHEC**.
We appreciate your interest in our company.
Equal Opportunity Employer*

Employment Application

Name of Applicant: _____

CONTINUATION SHEET

D. Title of next to last position: _____

Employed - From:	Mo.	Yr.
To:		
Full -Time:	Yr.	Mo.
<p>Note: May we contact this employer regarding your record of employment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Employer Name:	Phone:
Employer Address:	
Supervisor Name:	Title:
Duties:	
Reason for Leaving/Changing:	

E. Title of next to last position: _____

Employed - From:	Mo.	Yr.
To:		
Full -Time:	Yr.	Mo.
<p>Note: May we contact this employer regarding your record of employment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Employer Name:	Phone:
Employer Address:	
Supervisor Name:	Title:
Duties:	
Reason for Leaving/Changing:	

F. Title of next to last position: _____

Employed - From:	Mo.	Yr.
To:		
Full -Time:	Yr.	Mo.
<p>Note: May we contact this employer regarding your record of employment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Employer Name:	Phone:
Employer Address:	
Supervisor Name:	Title:
Duties:	
Reason for Leaving/Changing:	