

## APPLICATION FOR EMPLOYMENT

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PLEASE PRINT OR TYPE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### POSITION

Position(s) Sought: \_\_\_\_\_

When Available: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time  
Day: \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri. \_\_\_ Sat. \_\_\_ Sun.  
From: \_\_\_        \_\_\_        \_\_\_        \_\_\_        \_\_\_        \_\_\_        \_\_\_  
To:     \_\_\_        \_\_\_        \_\_\_        \_\_\_        \_\_\_        \_\_\_        \_\_\_

### EDUCATION

<u>Name</u>	<u>Location</u>	<u>Years Completed</u>	<u>Diploma/ Course of Study</u>
High School: _____	_____	9 10 11 12 _____	_____
College: _____	_____	1 2 3 4 _____	_____
Graduate School: _____	_____	1 2 3 4 _____	_____

Licenses and Certifications:

\_\_\_\_\_  
\_\_\_\_\_

### REFERENCES

Give the name, telephone number, address and relationship to you of three (3) references, preferably including at least two (2) recent employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**EMPLOYMENT**

In the section below, begin with your present or most recent job. You may continue on a separate sheet of paper. *Instead of filling in the information on this page, you may attach a resume.*

1. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Dates employed: From \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_  
Position or type of work: \_\_\_\_\_  
Reason left job: \_\_\_\_\_
  
2. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Dates employed: From \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_  
Position or type of work: \_\_\_\_\_  
Reason left job: \_\_\_\_\_
  
3. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Dates employed: From \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_  
Position or type of work: \_\_\_\_\_  
Reason left job: \_\_\_\_\_
  
4. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Dates employed: From \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_  
Position or type of work: \_\_\_\_\_  
Reason left job: \_\_\_\_\_

**OTHER JOB-RELATED EXPERIENCE**

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**OTHER BACKGROUND INFORMATION**

Have you ever been convicted of any criminal offense that has not been annulled by a court, either a misdemeanor or a felony?

\_\_\_\_\_Yes    \_\_\_\_\_No

If yes, please explain the specific nature of the offense and the circumstances surrounding it, including your age at the time you were convicted and any rehabilitation you completed.

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*Conviction for a crime will not automatically result in your disqualification for employment by the CCBA. Circumstances related to the conviction (e.g., when it occurred, the nature and seriousness of the crime) will be considered in relation to the position for which you have applied. The CCBA will not, however, employ any individual who has been convicted by a court of or who has been found by a state administrative agency to have assaulted, abused, neglected, or exploited a child, if that conviction or finding has not been annulled by a court.*

**APPLICANT'S AFFIRMATIONS**

• The information I have provided on this application and/or my resume is complete and true to the best of my knowledge. I understand that false or misleading information given by me in writing or verbally during an interview may result in my discharge.

• I understand that the CCBA considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, or any other legally protected status.

• I understand that the CCBA will not employ any individual who has been convicted of or who has been found by a state administrative agency to have assaulted, abused, neglected, or exploited a child, if that conviction or finding has not been annulled by a court.

• I am aware that the CCBA has an initial orientation period during which the organization may discipline or discharge a new employee and such action is not subject to appeal.

• I give my permission for the persons whom I have listed as references and former employers on this application or on my resume to be contacted by the CCBA in conjunction with its recruitment process and I relieve the CCBA of any liability associated with information received by or provided by the CCBA to a reference or former employer.

*Signature of Applicant:*

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**PERSONNEL FILE DATA**

**Office**  
**Use**  
**Only**

Contact by CCBA: \_\_\_\_\_

Employed:      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Supervisory Signature: \_\_\_\_\_