

# APPLICATION FOR EMPLOYMENT

***CIS is an equal opportunity employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.***

<b>APPLICANT INFORMATION</b> (please print)
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Date of Application: \_\_\_\_\_ Position(s) Applied For: \_\_\_\_\_

CIS Clinic Location(s) Applied For: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address: \_\_\_\_\_  
number      street      apt # if applicable      city      state      zip code

Telephone Numbers (include area codes): home \_\_\_\_\_ cell \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

<b><i>Please check off YES or NO and/or provide additional information:</i></b>	<b>YES</b>	<b>NO</b>
If you are under 18 years of age, can you provide required proof of your eligibility to work?		
Have you ever filed an application with CIS before?		
****If you have previously filed an application, give the date →	_____	
Are you currently employed?		
May we contact your present employer?		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment.)		
On what date would you be available to work? Date or timeframe →	_____	
Are you available to work: <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary		
Are you currently on a "lay-off" status and subject to recall?		
Can you travel if your job requires it?		
Have you been convicted of a felony within the last 7 years? <small>(Conviction will not necessarily disqualify an applicant from employment.)</small>		
**** If you have been convicted of a felony, please explain:	_____	

**How did you learn about CIS?**

- Advertisement       Employment Agency     Friend       Relative  
 Walk-in       Other \_\_\_\_\_

<b>EDUCATION</b>	<b>Name and Location of School</b>	<b>Course of Study</b>	<b>Years Completed</b>	<b>Diploma/Degree</b>
Elementary High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

Indicate any foreign languages you speak: \_\_\_\_\_  
 \_\_\_\_\_

Describe any specialized training, apprenticeship, skills, and extracurricular activities:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe any job-related training received in the United States military:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<p><b>OTHER QUALIFICATIONS</b>          (Summarize special job-related skills and qualifications acquired from employment or other experience.)</p>   
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**SPECIALIZED SKILLS** (check skills/equipment operated)

- |  |   |
|--|---|
| <input type="checkbox"/> Transcription             | <input type="checkbox"/> Telephone Switchboard            |
| <input type="checkbox"/> Computer                  | <input type="checkbox"/> Word Perfect                     |
| <input type="checkbox"/> Typewriter                | <input type="checkbox"/> Microsoft Word    Version: _____ |
| <input type="checkbox"/> Fax                       | <input type="checkbox"/> Excel                            |
| <input type="checkbox"/> Calculator                | <input type="checkbox"/> Power Point                      |
| <input type="checkbox"/> Electronic Health Records | <input type="checkbox"/> Microsoft Project                |

Other: \_\_\_\_\_

**State any additional information that you feel may be helpful to CIS in considering your application:**

## EMPLOYMENT EXPERIENCE

Begin with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color religion, gender, national origin, disabilities or other protected status.

Employer (Present or Last)	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number (s)	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number (s)	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number (s)	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number (s)	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Reason for Leaving			

***If you need additional space, please continue on a separate sheet of paper.***

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

(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.) \_\_\_\_\_

<b>PROFESSIONAL LICENSES</b>		
<b>Type of License</b>	<b>License Number</b>	<b>State Issued</b>

<b>REFERENCES</b>	<b>Phone #</b>
<b>Professional or Work Related</b>	
<b>Personal</b>	

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules, regulations, policies and/or procedures of the employer.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

***For Office Use Only***

<b>Arrange Interview:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____ Interviewer: _____    Date: _____ <b>Employed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Date of Employment:</b> _____ Job Title _____    Hourly rate/salary _____ Department _____    By: _____ <span style="margin-left: 150px;">Name and Title</span> <span style="margin-left: 150px;">Date</span>
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