|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | EMPLOYMENT APPLICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***PERSONAL*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name  Th | | | | | |  | | | | | | | | | | | First | | |  | | | | | | | | | | M.I. | | | Date | | | |  | | |
| Street Address | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | |  | | |
| City | |  | | | | | | | | | | | | | | | State | | |  | | | | | | | | | | ZIP | |  | | | | | | | |
| Phone | |  | | | | | | | | | | | | | | | E-mail Address | | | | | | | |  | | | | | | | | | | | | | | |
| Date Available | | | | | | | | |  | | | | | | |  | | | | |  | | | Desired Salary | | | | | | | | | | |  | | | | |
| Position Applied for | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | | | | | | YES | | | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | | | | YES | NO |
| Have you ever worked for this company? | | | | | | | | | | | | | | | | YES | | | NO | If yes, when? | | | | | | |  | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | | | | | YES | | | NO | | If yes, explain | | | | | |  | | | | | | | | | | | | | |
| *\*\*Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment\*\** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***EDUCATION*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | | | | | |  | | | | | | | | | | Address | | | |  | | | | | | | | | | | | | | | | | | |
| From | | |  | | | | | To | | | |  | | Did you graduate? | | | YES | | | NO | | | Degree | | | | | |  | | | | | | | | | | |
| College | | | |  | | | | | | | | | | | | | Address | | | | Cleveland, Ohio | | | | | | | | | | | | | | | | | | |
| From | | |  | | | | | To | | | |  | | Did you graduate? | | | YES | | | NO | | | Degree | | | | | |  | | | | | | | | | | |
| Other | | | |  | | | | | | | | | | | | | Address | | | | Independence, Ohio | | | | | | | | | | | | | | | | | | |
| From 2004 | | |  | | | | | To | | | |  | | Did you graduate? | | | YES | | | NO | | | Degree | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***MILITARY SERVICE*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch | | | | |  | | | | | | | | | | | | | | | | | | | | | | | From | | |  | | To | | |  | | | |
| Rank at Discharge | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | |
| Duties performed and training received | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***PRESENT AND PREVIOUS EMPLOYMENT*** | | | | | | | | | | | | | | | | | | |
| Company | | | | |  | | | | | | | | Phone | | | | | |
| Address | | | |  | | | | | | | | | Supervisor | | | |  | |
| Job Title | | | |  | | Starting Salary $ | | | | | | | Ending Salary $ | | | | | |
| Responsibilities | | | | | | |  | | | | | | | | | | | |
| From Jan 2018 To Present | | | | | | | | | Reason for Leaving | | | |  | | | | | |
| May we contact your present employer for a reference? YES  NO | | | | | | | | | | | | | | | | | | | |
| Company | | | | |  | | | | | | | | Phone ( ) | | | | | |
| Address | | | |  | | | | | | | | | Supervisor | | | |  | |
| Job Title | | | |  | | Starting Salary $ | | | | | | | Ending Salary $ | | | | | |
| Responsibilities | | | | | | |  | | | | | | | | | | | |
| From To | | | | | | | | Reason for Leaving | | | | |  | | | | | |
| Company | | | |  | | | | | | | | | Phone ( ) | | | | | |
| Address | | | |  | | | | | | | | | Supervisor | | | |  | |
| Job Title | | | |  | | Starting Salary $ | | | | | | | Ending Salary $ | | | | | |
| Responsibilities | | | | | | |  | | | | | | | | | | | |
| From | | |  | | | | To |  | | Reason for Leaving | | | | |  | | | |
| Company | | | |  | | | | | | | | | Phone ( ) | | | | | |
| Address | | | |  | | | | | | | | | Supervisor | | | |  | |
| Job Title | | | |  | | Starting Salary $ | | | | | | | Ending Salary $ | | | | | |
| Responsibilities | | | | | | |  | | | | | | | | | | | |
| From | | |  | | | | To |  | | Reason for Leaving | | | | |  | | | |
|  | | |  | | | |  |  | |  | | | | |  | | | |
|  | | |  | | | |  |  | |  | | | | |  | | | |
| ***REFERENCES - Please list three professional references.*** | | | | | | | | | | | | | | | | | |
| Full Name |  | | | | | | | | Relationship | | | | |  | | | |
| Company |  | | | | | | | | Phone | | | ( ) | | | | | |
| Address |  | | | | | | | | | | | | | | | | |
| Full Name |  | | | | | | | | Relationship | | | | |  | | | |
| Company |  | | | | | | | | Phone | | | ( ) | | | | | |
| Address |  | | | | | | | | | | | | | | | | |
| Full Name |  | | | | | | | | Relationship | | | | |  | | | |
| Company |  | | | | | | | | Phone | | ( ) | | | | | | |
| Address |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| ***DISCLAIMER AND ACKNOWLEDGEMENT*** | | | | | | | | | | | | | | | | | |
| I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.  I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education, or any other information they might have with regard to my qualifications for employment, and release all such parties from any liability that may result from furnishing such information to you. I also authorize you to request and receive such information.  In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company’s sole option and without prior notice to me. I also acknowledge that my employment may be terminated and any offer of employment, if such is made, may be withdrawn, at any time, with or without cause, and with or without prior notice, at the option of either the company or myself.  I understand that no representative of the company has authority to enter into any agreement for employment for any specified period of time, or to assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or to make any agreement that is contrary to the foregoing. | | | | | | | | | | | | | | | | | |
| Signature | |  | | | | | | | | | | | | Date | |  | |

G:\CVS\HR\Employment App 12-15.docx