

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

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 CCMich? YES NO If yes, when? _____

Have you ever been convicted of a crime? YES NO *(Convictions will not necessarily disqualify an applicant for employment.)

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two references (Professional references preferred. Family members will not be considered as a reference.)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

Disclaimer and Signature

I understand that I may be required to submit to a physical examination, which will include a drug test, as part of the application process. I understand that any conditional offer of employment may be withdrawn if I cannot perform the essential functions of the job, have a positive drug screen, or if I refuse to complete the pre-placement medical evaluation or drug testing process.

I have read and fully understood the questions on this application for employment. I have completely, truthfully, and accurately answered each and every question to the best of my knowledge. I understand that all the inquiries on this application are subject to verification and authorize any schools that I have attended, licensing and certification boards, and current and previous employers to provide Conveyor Concepts with any information that it requests pursuant to its investigation and employment decision. I also specifically waive written notice from any and all former employers regarding their disclosure to Conveyor Concepts of any prior disciplinary action, and in exchange for Conveyor Concepts considering my application for employment, I waive any claim against Conveyor Concepts, its agents and employees, arising from such investigation or disclosure, including, but not limited to, any claim for invasion of privacy or any claim for defamation, including both libel and slander. I authorize appropriate state law enforcement agencies to release all records of criminal convictions and pending felony charges to Conveyor Concepts. I release the references listed above and any law enforcement agencies from any damages that may result from furnishing this information to Conveyor Concepts. I understand that any omissions or misrepresentation of the information I have supplied or failed to supply can result in rejection of this application or, if I have been hired, an immediate dismissal at the sole discretion of Conveyor Concepts.

I further understand and agree that if I am hired, my employment is at will and that it may be terminated, either by me or by Conveyor Concepts at any time, with or without notice or cause. It is with this full understanding of Conveyor Concepts' exclusive right to make such discharge decisions, that I will accept any employment offered to me.

Signature: _____ Date: _____