

EMPLOYMENT APPLICATION

CMG DNI GARDNER TDI _____

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

TO BE CONSIDERED, THIS APPLICATION MUST BE FILLED OUT COMPLETELY.

(PLEASE PRINT)

Position(s) Applied for _____ Application Date _____

Name _____

Last

First

Middle Initial

Address _____

City

State

Zip

Home Phone _____ Business Phone _____ SS# _____

If you are under 18 years of age, can you provide required proof of eligibility to work?

(Proof of citizenship or immigration status will be required if employed.)

Yes

No

Have you ever filed an application with us before?

If yes, give date _____

Yes

No

Are you currently employed?

If yes, may we contact your current employer?

Yes

No

Yes

No

On what date would you be available for work? _____

Are you on "layoff" status and subject to recall?

Yes

No

Can you travel if a job requires it?

Yes

No

Have you ever been terminated or asked to resign from any job?

Yes

No

If yes, please explain circumstances: _____

Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony?

(Conviction may not disqualify an applicant from employment.)

Yes

No

If yes, please explain. _____

EDUCATION & TRAINING

	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/DEGREE
HIGH SCHOOL				
COLLEGE UNDERGRADUATE				
GRADUATE/PROF				
OTHER (Specify)				

Describe any specialized training, apprenticeship, skills or extracurricular activities _____

PROFESSIONAL/CIVIC/VOLUNTEER ACTIVITIES

List professional, trade, business, or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

EMPLOYMENT HISTORY

Start with your present or last job. Report on this form all part-time and full-time employment during the past 10 years (or more, if you prefer). Include any job-related military service assignments and volunteer activities. You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status under Federal or State law. You must indicate starting and ending base pay and other pay for each position. If you cannot remember, make your best estimate, indicated by "~".

Company _____ From ____ / ____ To ____ / ____
MO YR MO YR

Address _____

Base Pay: Per Hour Per Week Per Month Per Year Start ____ End ____

Other Comp: Per Hour Per Week Per Month Per Year Start ____ End ____

Telephone _____ Supervisor _____ Job Title _____

Reason for Leaving _____

Work Performed _____

Company _____ From ____ / ____ To ____ / ____
MO YR MO YR

Address _____

Base Pay: Per Hour Per Week Per Month Per Year Start ____ End ____

Other Comp: Per Hour Per Week Per Month Per Year Start ____ End ____

Telephone _____ Supervisor _____ Job Title _____

Reason for Leaving _____

Work Performed _____

Company _____ From ____ / ____ To ____ / ____
MO YR MO YR

Address _____

Base Pay: Per Hour Per Week Per Month Per Year Start ____ End ____

Other Comp: Per Hour Per Week Per Month Per Year Start ____ End ____

Telephone _____ Supervisor _____ Job Title _____

Reason for Leaving _____

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Base Pay: Per Hour Per Week Per Month Per Year Start ____ End ____

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Telephone _____ Supervisor _____ Job Title _____

Reason for Leaving _____

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MO YR MO YR

Address _____

Base Pay: Per Hour Per Week Per Month Per Year Start ____ End ____

Other Comp: Per Hour Per Week Per Month Per Year Start ____ End ____

Telephone _____ Supervisor _____ Job Title _____

Reason for Leaving _____

Work Performed _____

APPLICANT'S STATEMENT

By my signature below, I agree:

1. Any false or misleading information given in this application shall, in the event of my employment, constitute sufficient basis for immediate termination without notice or warning.
2. If employed, I shall abide by all rules and regulations of the Company including but not limited to all rules and regulations set forth in the *Employee Handbook*, and as established by my Supervisor.
3. To permit the Company to contact and verify all references and information in this application, to run criminal and credit inquiries, to disclose without limitation any information on this application to third parties, and to hold the Company harmless for its acts in the verification process.
4. On termination to accept as fair and full compensation the payments due me as set forth in the *Employee Handbook*.
5. To pay the Company in full, on termination of my employment, any sums owed or due to the Company including but not limited to: payroll advances; shortages in cash accounts I am responsible for; replacement cost of company tools and equipment assigned to me and not returned or returned in damaged condition; and the cost of restoring to rent-ready condition Company apartments assigned to me.

Applicant's Signature _____ Date _____



FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No Employed Yes No Start Date _____

Pay Rate _____

Job Title _____ Remarks _____
