

Form Effective Date: 3/9/2023

# **APPLICATION FOR EMPLOYMENT**

		Date Com /	•
Name:			
Address:			
Telephone Number:	E	mail:	
	POSITIO	N	
Position(s) Sought:			
When Available:Fu	ull-time _	Part-time	
Day:       Mon       Tues         From:           To:	Wed	Thurs Fri	Sat Sun 
	EDUCATION	ON	
<u>Name</u>	<u>Location</u>	Years <u>Completed</u>	Diploma/ Course of Study
High School:		9 10 11 12	
College:		1 2 3 4	
Grad School:		1 2 3 4	
Licenses and Certifications	5:		

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### **REFERENCES**

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

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3.	
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### **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:
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	Address:
	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 k annulled by a court, either a misdemeanor or a felony? YesNo	been
If yes, please explain the specific nature of the offense and the circumstances surrounding it, including your age at the time you w convicted and any rehabilitation you completed.	⁄ere

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.

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#### **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, gender, age, marital status, sexual orientation, physical or mental disability, veteran status, or any other status protected by State of Federal law.
- 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 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

<u>Office</u>	Contact by CC	CBA:		
<u>Use</u>				
<u>Only</u>	Employed:	Yes	No	
	Supervisory Signature:			