

Carter Community Building Association

Form Effective Date: 9/19/2025

APPLICATION FOR EMPLOYMENT

Date Completed:

____/____/____

Name: _____

Address: _____

Telephone Number: _____ Email: _____

POSITION

Position(s) Sought: _____

When Available: _____ Full-time _____ Part-time

Day:	____	Mon	____	Tues	____	Wed	____	Thurs	____	Fri	____	Sat	____	Sun
From:	____		____		____		____		____		____		____	
To:	____		____		____		____		____		____		____	

EDUCATION

	<u>Name</u>	<u>Location</u>	<u>Years Completed</u>	<u>Diploma/ Course of Study</u>
High School:	_____	_____	9 10 11 12	_____
College:	_____	_____	1 2 3 4	_____
Grad School:	_____	_____	1 2 3 4	_____

Licenses and Certifications:

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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.

1. _____

2. _____

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: _____
Address: _____
Telephone number: _____
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 been annulled by a court, either a misdemeanor or a felony?

_____Yes _____No

If yes, please explain the specific nature of the offense and the circumstances surrounding it, including your age at the time you were convicted and any rehabilitation you completed.

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 or 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: _____

PERSONNEL FILE DATA

Office Contact by CCBA: _____
Use _____
Only Employed: ____Yes ____No
 Supervisory Signature:_____