



COMMUNICATION WORKS is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name Last First Middle Date

Address Number & Street City State Zip Code

Position Sought Full Time Part Time

Date Available Salary Desired

Home Phone Cell Phone

Email address

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No (If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION and CERTIFICATIONS: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4

Diploma: Yes No G.E.D.: Yes No

School(s) City/State

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4

School(s) City/State

Major Degrees Earned GPA

Other Training or Degrees:

School(s) City/State

Course Degree or Certificate Earned

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held

Other Professional Memberships

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

SPECIAL TRAINING, CERTIFICATIONS OR PRESENTATIONS: _____

COMPUTER SKILLS:

Experienced in: (Circle): Microsoft Macintosh Other

Indicate Skill Level: B = Basic I = Intermediate A = Advanced 0 = No experience

Word /Word Processing _____ Excel/Spreadsheet _____ Access/Database _____ PowerPoint/Presentation _____

Other Software Skills _____

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense? Yes No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EMPLOYMENT: List last employer first, including U.S. Military Service.

If any employment was under a different name, indicate name _____

Employer _____ City, State _____

Telephone _____ Position _____

Dates of Employment: (Month/Year) From _____ To _____

Starting Salary _____ Ending Salary _____

Supervisor _____ Title _____

Duties _____ FT PT No. of Hrs. _____

May we contact this employer? Yes No

Employer _____ City, State _____

Telephone _____ Position _____

Dates of Employment: (Month/Year) From _____ To _____

Starting Salary _____ Ending Salary _____

Supervisor _____ Title _____

Duties _____ FT PT No. of Hrs. _____

May we contact this employer? Yes No

Employer _____ City, State _____

Telephone _____ Position _____

Dates of Employment: (Month/Year) From _____ To _____

Starting Salary _____ Ending Salary _____

Supervisor _____ Title _____

Duties _____ FT ___ PT ___ No. of Hrs. ___

May we contact this employer? ___ Yes ___ No

If you wish to describe additional work experience, attach a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ___ Yes ___ No

If yes, explain: _____

Please Provide Three Professional References:

Name: _____ Position/Title: _____ Phone or Email: _____

Name: _____ Position/Title: _____ Phone or Email: _____

Name: _____ Position/Title: _____ Phone or Email: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Communication Works to verify their accuracy and to obtain reference information on my work performance. I hereby release Communication Works from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____