

Employment Application

(Updated March 7, 2019)

PLEASE NOTE! A resume may not be substituted for the information required in this application

PERSONAL INFORMATION							
FIRST NAME		MIDDLE NAME		LAST NAME		DATE	
ADDRESS						TELEPHONE NUMBER - HOME ()	
CITY				STATE	ZIP	TELEPHONE NUMBER - CELL ()	
EMAIL ADDRESS						EARNINGS EXPECTED PER HOUR. \$	
POSITION(S) DESIRED							
HAVE YOU PREVIOUSLY APPLIED WITH CPAY, LLC? IF <u>YES</u> , PLEASE LIST DATE AND RECRUITER YOU WORKED WITH <input type="checkbox"/> YES <input type="checkbox"/> NO							
HAVE YOU EVER BEEN EMPLOYED BY CPAY, LLC? IF YES, LIST DATES AND CLIENT COMPANY/IES: <input type="checkbox"/> YES <input type="checkbox"/> NO							
HAVE YOU EVER BEEN CONVICTED OF A CRIME OR FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE BRIEFLY EXPLAIN:							
ARE YOU WILLING TO UNDERGO A BACKGROUND CHECK? <input type="checkbox"/> YES <input type="checkbox"/> NO							
EMERGENCY CONTACT INFORMATION							
NAME: _____				RELATIONSHIP: _____			
PHONE NUMBER: _____							

EDUCATION							
SCHOOL	NAME	COURSES MAJORED IN GIVE DEGREE	CHECK LAST YEAR COMPLETED				GRADUATE?
HIGH SCHOOL			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> YES <input type="checkbox"/> NO
GRADUATE SCHOOL			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	
CORRESP. OR NIGHT SCHOOL			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	

EMPLOYMENT HISTORY

Employer Name: _____ Dates Employed: _____
Job Title: _____ Starting Rate of Pay: _____ Leaving Rate of Pay: _____
Responsibilities: _____

Reason for leaving: _____

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Job Title: _____ Starting Rate of Pay: _____ Leaving Rate of Pay: _____
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Job Title: _____ Starting Rate of Pay: _____ Leaving Rate of Pay: _____
Responsibilities: _____

Reason for leaving: _____

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application. I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Name (Print): _____

Applicant Signature: _____ **Date:** _____

REFERENCES

Please list past supervisors. Please do not list relatives

Reference First and Last Name	Company Name and Title	Phone Number
		()
		()
		()

Please List Anyone You May Know Who May Be Interested In Learning Of New Job Opportunities

First and Last Name	Position Desired	Phone Number
		()
		()
		()

PLEASE TELL US HOW YOU HEARD ABOUT US: _____