



**Communications for Research, Inc.
Employment Application**

Communications for Research, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Personal Data

First Name Middle Last

If you have ever had a name change, went by a nickname or used a name other than the one above, please explain: _____

Mailing Address City State Zip Code

Main Contact Number Secondary Contact Number Social Security Number

Today's Date

Are you 16 years of age or older? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

If "yes", please explain:

Have you previously applied for a position with our company? Yes _____ No _____

If yes, when? _____(Month and year)

Have you previously been employed with our company? Yes _____ No _____

What date could you start work? _____

Where did you hear about our company? _____



Schedule Preferences

Please indicate the times you are available to work each day:

Sun _____ Mon _____ Tue _____ Wed _____ Thu _____

Fri _____ Sat _____

Desired # of hours per week _____

Education

Please indicate the highest grade of schooling completed: _____

Please indicate the **school name**, the **city and state**, and if a diploma or degree was received.

High School _____

Trade School/College _____

Foreign Languages:

Please indicate any languages other than English that you are fluent in. And then indicate if you can speak, read or write fluently in each language listed.



Employment History

List your **current** or **most recent** employment **first**. Include work-related internships, military and/or any volunteer work.

Name of business: _____

City/State: _____ Telephone Number: _____

Supervisor's Name: _____ **Your** Position/Title: _____

Reason for Leaving: _____

Salary: _____ per (circle one) Hour Week Month Year

Dates of Employment From: _____ To: _____

Name of business: _____

City/State: _____ Telephone Number: _____

Supervisor's Name: _____ **Your** Position/Title: _____

Reason for Leaving: _____

Salary: _____ per (circle one) Hour Week Month Year

Dates of Employment From: _____ To: _____

Name of business: _____

City/State: _____ Telephone Number: _____

Supervisor's Name: _____ **Your** Position/Title: _____

Reason for Leaving: _____

Salary: _____ per (circle one) Hour Week Month Year

Dates of Employment From: _____ To: _____



Releases and Applicant's Signature

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from [Company] and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Initials

All hiring and employment at Communications for Research, Inc. is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Communications for Research, Inc. has no specific term and may be terminated by the employee or Communications for Research, Inc. with or without notice. I acknowledge that Communications for Research, Inc. has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Communications for Research, Inc., and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to Communications for Research, Inc. I agree to release and hold harmless Communications for Research, Inc. from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Communications for Research, Inc. may be terminated.

Applicant's Signature

Date