



Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) you are applying for: _____ Date of application: _____

Applicant Name: _____

Address: _____

Phone Number: _____ Email Address: _____

How did you hear about this position? _____

Type of employment desired: Full Time Part Time Temporary Internship

Have you ever been employed at CVSan before? If so, list dates and positions below.

Date: _____ Position: _____

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Are you eligible for employment in the United States? Yes No

Are you able to perform the essential functions of the job you are applying for with or without reasonable accommodations? (This question is not designed to elicit information about an applicant's disabilities. Please do not provide information about a disability or needed accommodations. These issues may be addressed at a later stage to the extent permitted by law.)

Yes No Need more information about the job's essential functions to respond.

Employment History

Starting with your most recent employer, provide the following information.

Job Title: _____ Dates of Employment: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

Supervisor Name: _____ Supervisor Title: _____

Supervisor Phone Number: _____ Supervisor Email Address: _____

Job Title: _____ Dates of Employment: _____
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Job Title: _____ Dates of Employment: _____
 Employer Name: _____ Employer Phone Number: _____
 Employer Address: _____
 Supervisor Name: _____ Supervisor Title: _____
 Supervisor Phone Number: _____ Supervisor Email Address: _____

Educational Background			
Starting with your most recent school attended, provide the following information.			
School Name (Include City & State)	Years Completed	Major/Minor	Type of Degree or Certification Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Skills & Qualifications

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying.

References					
Please provide the following information for three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.					
Reference Name	Reference Title	Relationship to You	Phone Number	Email Address	Years Known
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Applicant Statement

I certify that the information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employers or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

CVSan does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. CVSan likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. CVSan takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from CVSan, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. By my signature, I agree to all of the Applicant Statement above.

Signature of Applicant _____ **Date** _____