

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

Is any additional information relative to change of name, nickname necessary to enable a check on your work record? If so, please explain: _____

Mailing Address City State Zip Code

Home Telephone Number Social Security Number Today's Date

Daytime Telephone Number at which we may contact you

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 been employed with our company? Yes _____ No _____

Position Preferences

For what position are you applying? _____

Salary desired: \$ _____ per hour

Schedule desired: Full time _____ Part time _____ # of hours per week _____

What date could you start work? _____

Where did you hear about our company? _____

Education

Years Completed: 6 7 8 9 10 11 12 13 14 15 16+

Please include: the school name, the location, diploma or degree received and major areas of study.

High School _____

Trade School/College _____

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

Foreign Languages:

Please indicate if you speak, read, write, and if you are fluent, good or fair in any languages other than English.

Professional References

Name	Professional Title/Position	Company	Professional Relationship	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employment History

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

Current/Previous Employer: _____

Address: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Your Position/Title: _____

Reason for Leaving: _____

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

Dates of Employment From: _____ To: _____

May We Contact Your Employer? Yes No (circle one)

Previous Employer: _____

Address: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Your Position/Title: _____

Reason for Leaving: _____

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

Dates of Employment From: _____ To: _____

May We Contact Your Employer? Yes No (circle one)

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