



CONSOLIDATED

CREDIT COUNSELING SERVICES, INC.

When debt is the problem, we are the solution.

Application For Employment

INSTRUCTIONS

Please answer all questions. If one does not apply, write N/A. Equal access programs, services, and employment are available to all persons. Reasonable accommodations will be made for applicants who require accommodation for the application or interview process, and if hired, to perform essential functions of a job.

PERSONAL

(Please print)

Name _____
Last First Middle Initial

What other names are you known by (i.e., maiden name): _____

Social Security Number _____

Home Phone Number _____

Address _____
Street

City State Zip Code

Application Date: ___/___/___

Position/type of employment desired: _____

Available For: Full Time Part Time Temporary Other _____

Date Available: ___/___/___

Are you available to work weekends, if required? Yes No

Are you available to work evenings, if required? Yes No

If applicable, state any limitations on your working hours: _____

Are you available to travel out of town or overnight for your job, if necessary? Yes No

PERSONAL continued

Salary Requirements \$ _____ per _____ (hour/week/year)

I have previously: Applied for employment at this Company

Been employed at this Company

Not Applicable

Position: _____ Dates of Employment: _____

List relatives working at this Company: _____

Who referred you to this Company?

Employment Agency

Newspaper Advertising

Walk In

Employee (name) _____

Other _____

Are you 18 years of age or older? Yes No

Are you eligible to work in the U.S.? Yes No

Proof of eligibility will be required before you can be hired.

For positions requiring driving: Do you have a valid driver's license? Yes No

Has your driver's license ever been suspended and/or revoked? Yes No

List any citations in the last five years:

Have you ever pleaded guilty to or been convicted of a crime since the age of 18 (exclude minor traffic violations for which a fine or forfeiture of \$50.00 or less was imposed)? Yes No

If yes, please explain and give the date, nature of offense, the name and location of the court, the penalty imposed if any, and the disposition of the case. A plea of guilty or a conviction will not necessarily be a bar to employment, and factors such as age at time of the offense, seriousness, and nature of the violation, and rehabilitation will be taken into account: _____

Have you ever been a defendant in a civil action? Yes No

If yes, please describe briefly and outcome:

EDUCATION

Name, City and State	Course of Study/ Major	Date To: Date From:	Degree/ Diploma
High School		XXXX	
College			
Graduate School			
Business, Trade or other			

SKILLS

Besides English, do you speak any languages fluently? Yes No

Which ones: _____

Please list all of your computer skills: _____

EMPLOYMENT HISTORY

Employer		Supervisor (Name and Title)
Address		Phone Number
Dates Employed From: To:	Position Held	Salary Start: \$ _____ End \$ _____
Duties:		
Reason for Leaving:		

Employer		Supervisor (Name and Title)
Address		Phone Number
Dates Employed From: To:	Position Held	Salary Start: \$ _____ End \$ _____
Duties:		
Reason for Leaving:		

Employer		Supervisor (Name and Title)
Address		Phone Number
Dates Employed From: To:	Position Held	Salary Start: \$ _____ End \$ _____
Duties:		
Reason for Leaving:		

TERMINATIONS

Have you ever been discharged or asked to resign for misconduct or unsatisfactory performance?

Yes No

If yes, please give details, including the name and address and/or telephone number of the employer who terminated your employment and the reason you were told you were terminated: _____

Do you agree that the reason for your termination was valid? Yes No (If no, why not?)

ACKNOWLEDGEMENT

Please read carefully before signing:

- I certify that the information contained in this application and any addendum is correct to the best of my knowledge and understand that any falsification, misrepresentation or omission on this application is grounds for refusal to hire, or if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give the Company any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties and the Company from all liability for any damage that may result from furnishing such information. I authorize the Company to request and receive such information.
- If employed, I understand that I will be an employee "at-will" and either the Company or I may terminate my employment relationship at any time with or without notice for any reason not in violation of the law.
- I agree to comply with the Company rules, regulations and policies, and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn, or supplemented any time, and without prior notice to me.
- I acknowledge that any offer of employment, or my acceptance of an employment offer, if such is to occur, may be withdrawn, with or without cause, and with or without prior notice, at any time, at the option of the Company or myself. I understand that this application and any other documents, which I may receive, are not contracts of employment. I further understand that no representative of the Company other than an officer has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.
- I understand that any employment offer will be contingent upon the successful completion of employment-related investigations, examinations and tests including but not limited to; drug testing for the presence of controlled substances, job-related medical examination, consumer credit reports, motor vehicle reports, criminal backgrounds, and aptitude or skills testing.

Signature of Applicant

Date

An Equal Opportunity Employer