

CR FOUNDATION AN EQUAL OPPORTUNITY EMPLOYER
APPLICATION FOR EMPLOYMENT

PERSONAL

1. LAST NAME: _____ FIRST: _____ MI: _____
2. STREET _____ ADDRESS: _____
3. CITY: _____ STATE: _____ ZIP: _____
4. HOME PHONE: () _____ - _____ WORK PHONE: () _____ - _____
5. POSITION DESIRED: _____
6. PAY EXPECTED: _____
7. ARE YOU AVAILABLE FOR FULL TIME WORK? YES NO
8. WILL YOU WORK OVERTIME IF ASKED? YES NO
9. WHEN WILL YOU BE AVAILABLE TO BEGIN WORK: _____
10. HOW DID YOU LEARN OF OUR ORGANIZATION: _____
11. CAN YOU MAKE A 1 YEAR COMMITMENT TO OUR ORGANIZATION?
YES NO
12. ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?
YES NO

PAST EMPLOYMENT (Please begin with the most recent reference.)

1. COMPANY NAME: _____
ADDRESS: _____ PHONE: () _____ - _____
YEARLY PAY: _____ EMPLOYED FROM: ____ / ____ TO: ____ / ____
NAME OF SUPERVISOR: _____
JOB TITLE: _____
DESCRIPTION OF YOUR WORK: _____
REASON FOR LEAVING: _____

PAST EMPLOYMENT (Continued)

2. COMPANY NAME: _____

ADDRESS: _____ PHONE: () _____ - _____

YEARLY PAY: _____ EMPLOYED FROM: ___ / ___ TO: ___ / ___

NAME OF SUPERVISOR: _____

JOB TITLE: _____

DESCRIPTION OF YOUR WORK: _____

REASON FOR LEAVING: _____

3. COMPANY NAME: _____

ADDRESS: _____ PHONE: () _____ - _____

YEARLY PAY: _____ EMPLOYED FROM: ___ / ___ TO: ___ / ___

NAME OF SUPERVISOR: _____

JOB TITLE: _____

DESCRIPTION OF YOUR WORK: _____

REASON FOR LEAVING: _____

4. COMPANY NAME: _____

ADDRESS: _____ PHONE: () _____ - _____

YEARLY PAY: _____ EMPLOYED FROM: ___ / ___ TO: ___ / ___

NAME OF SUPERVISOR: _____

JOB TITLE: _____

DESCRIPTION OF YOUR WORK: _____

REASON FOR LEAVING: _____

* CRA may contact the above employers unless otherwise noted.

EDUCATION

EDUCATION	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETE D	DID YOU GRADUATE ?
COLLEGE				
HIGH SCHOOL				
ELEMENTARY				
OTHER				

QUALIFICATIONS

1. PLEASE INDICATE YOUR TYPING SPEED: _____ WPM
2. WHAT SOFTWARE APPLICATIONS ARE YOU PROFICIENT IN? _____

3. DO YOU HAVE EXPERIENCE WITH ANSWERING A BUSINESS TELEPHONE: YES NO
HOW MANY LINES?

REFERENCES

PLEASE LIST THREE PROFESSIONAL REFERENCES THAT WE MAY CONTACT:

1. NAME: _____ RELATIONSHIP: _____
TELEPHONE: () _____ - _____
2. NAME: _____ RELATIONSHIP: _____
TELEPHONE: () _____ - _____
3. NAME: _____ RELATIONSHIP: _____
TELEPHONE: () _____ - _____

All employees at the company are employees at-will. Employment-at-will means that the company may discharge you at any time for any or no reason. The at-will status may not be altered by any oral or written statement or promise by anyone.

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

SIGNATURE

DATE