



# APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

**Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
Last First Middle Maiden

**Current Address:** \_\_\_\_\_ **Until:** \_\_\_\_\_  
Number Street City State Zip

**Permanent Address:** \_\_\_\_\_ **How Long:** \_\_\_\_\_  
Number Street City State Zip

**Telephone:** ( \_\_\_\_ ) \_\_\_\_\_ **Cell Phone:** ( \_\_\_\_ ) \_\_\_\_\_

**If under 18, please list age:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Position applied for:** \_\_\_\_\_ **Date available for work:** \_\_\_\_\_

**How many hours can you work weekly:** \_\_\_\_\_ **May we contact your present employer?** \_\_\_\_\_

**Employment desired:** \_\_\_\_\_ *Full-Time only* \_\_\_\_\_ *Part-Time Only* \_\_\_\_\_ *Full-Or Part-Time*

**EDUCATION:** List schools attended in order, starting with the most recent:

	Name of School	Location	Major & Degree	Yrs. Completed
High School				
College				
Bus. Or Trade School				

**Certifications:** \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?** \_\_\_\_\_ *No* \_\_\_\_\_ *Yes*

**If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.**

\_\_\_\_\_

**Do you have a valid driver's license?** \_\_\_\_\_ *Yes* \_\_\_\_\_ *No* **If yes – Expiration Date:** \_\_\_\_\_

**Have you had any accidents during the past three years?** \_\_\_\_\_ **How many?** \_\_\_\_\_

**Have you had any moving violations during the past three years?** \_\_\_\_\_ **How Many?** \_\_\_\_\_

**REFERENCES:** (Please list three references including 1 relative and at least 1 direct supervisor/previous employer, paid or volunteer).

<b>Name/relationship:</b> _____	<b>Address:</b> _____	<b>Phone Number/Email Address;</b> _____
<b>Name/relationship:</b> _____	<b>Address:</b> _____	<b>Phone Number/Email Address;</b> _____
<b>Name/relationship:</b> _____	<b>Address:</b> _____	<b>Phone Number/Email Address;</b> _____

**ADDITIONAL INFORMATION:** Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Attach additional sheets if necessary.

\_\_\_\_\_

**WORK EXPERIENCE:** Please list your work experience beginning with your most recent job held. If you were self-employed, give company name. Attach additional sheets if necessary.

<b>1. Employer's Name:</b> _____ <b>Address:</b> _____ <b>List the jobs you held, duties performed, skills used or Learned: (Use additional paper if needed):</b> _____ _____	<b>Salary:</b> _____ <b>Phone number :</b> _____ <b>Job title:</b> _____ <b>Reason for leaving: (be specific)</b> _____ _____ <b>Dates employed :</b> _____ <b>Supervisor's Name:</b> _____
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<b>2. Employer's Name:</b> _____ <b>Address:</b> _____ <b>List the jobs you held, duties performed, skills used or Learned: (Use additional paper if needed):</b> _____ _____	<b>Salary:</b> _____ <b>Phone number :</b> _____ <b>Job title:</b> _____ <b>Reason for leaving: (be specific)</b> _____ _____ <b>Dates employed :</b> _____ <b>Supervisor's Name:</b> _____
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<b>3. Employer's Name:</b> _____ <b>Address:</b> _____ <b>List the jobs you held, duties performed, skills used or Learned: (Use additional paper if needed):</b> _____ _____	<b>Salary:</b> _____ <b>Phone number :</b> _____ <b>Job title:</b> _____ <b>Reason for leaving: (be specific)</b> _____ _____ <b>Dates employed :</b> _____ <b>Supervisor's Name:</b> _____
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<b>4. Employer's Name:</b> _____ <b>Address:</b> _____ <b>List the jobs you held, duties performed, skills used or Learned: (Use additional paper if needed):</b> _____ _____	<b>Salary:</b> _____ <b>Phone number :</b> _____ <b>Job title:</b> _____ <b>Reason for leaving: (be specific)</b> _____ _____ <b>Dates employed :</b> _____ <b>Supervisor's Name:</b> _____
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*I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.*

*I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.*

*In consideration for my employment, I agree to abide by the rules and regulations of Chanco on the James, which rules may be changed, withdrawn, added or interpreted at any time, at Chanco's sole option and without prior notice to me. I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of Chanco or myself.*

<b>Signature</b> _____	<b>Date</b> _____
<b>Parent/Legal Guardian Signature</b> _____ (If applicant is under 18 years of age)	<b>Date</b> _____

## Background Screening Consent and Release

Applicant should complete all relevant information and sign and date the form.

I, \_\_\_\_\_, hereby authorize Chanco on the James and/or its agents to make an independent investigation of my background that may include: references, character, past employment, education, credit history (if applicable for position), adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Chanco on the James.

I release Chanco on the James and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) \_\_\_\_\_

Maiden Name or Other Names Used \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth\*: \_\_\_\_/\_\_\_\_/19\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Please list all states and counties of residence since turning age 18:

\_\_\_\_\_  
\_\_\_\_\_

(Please circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY)

Driver's License Number: \_\_\_\_\_ State of License: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant / Date

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Chanco on the James abides by all applicable state and federal employment laws.