



Employment Application

The continuing success of our company is due in large part to our reputation for reliability and trustworthiness. We frequently send employees into a customer's place of business after hours, with no one from the customer's business on site, so it is absolutely essential that we hire only those with the cleanest records and the most upstanding character.

Please answer each item accurately and completely, even if the same information is already on your individual resume. Form must be completed in ink. Failure to do so may result in you not being considered for the job, or in termination at any time after you are hired, if we find this application was not filled out completely and honestly. In addition, since this job position requires that you operate a company vehicle, you must agree to participate in a program of testing for the use of illegal drugs and of reviews of your driving record.

Please print all information requested, except for signature.

Personal Information				
First Name:		Middle:		Last:
Home Phone Number:		Cell Phone Number:		Social Security Number:
Current Address:			City:	State: Zip:
Length of Time at Current Address:				
Previous Addresses (in Last 10 Years) if Different from Current:			City:	State: Zip:
Street Address:			City:	State: Zip:
Street Address:			City:	State: Zip:

Date Available to Start:		Number of Hours You Can Work Per Week:			
Days Available to Work:					
No Pref.	Mon.	Tues.	Wed.	Thurs.	Fri.
Employment Desired:					
Part-Time Only		Full-Time Only		Full- or Part- Time	

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Please Check "Yes" or "No" for the Following:	YES	NO		
If hired, can you provide proof that you are over the age of 18? (If under 18, you are subject to verification of legal age)				
Are you willing to travel?				
Can you work nights (mostly third shift)?				
Are you available to work overtime?				
Have you been convicted of a felony in the past 7 years?				
After viewing the physical demands and working conditions set out in the description for this job, will you be able, with or without reasonable accommodation, to physically and emotionally perform the job for which you are applying?				
Do you have a valid Ohio driver's license?				
Do you have reliable transportation?				
Have you had any accidents in the past 3 years? If yes, how many?				_____
Have you had any moving violations in the past 3 years? If yes, how many?				_____

Driver's License Number:	State of Issue:	Expiration Date:
Operator:	Commercial (CDL):	Chauffeur:

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Employment History			
Are you currently employed?		If yes, may we contact your current employer?	
Yes	No	Yes No	
Please list present and past employers, beginning with most recent.			
Employer:		Phone Number:	
Street Address:	City:	State:	Zip:
Position:		Employment Dates:	
		Start:	End:
Supervisor's Name:		Last Wage:	
Reason for Leaving:		May we contact this employer for a reference?	
		Yes No	

Employer:		Phone Number:	
Street Address:	City:	State:	Zip:
Position:		Employment Dates:	
		Start:	End:
Supervisor's Name:		Last Wage:	
Reason for Leaving:		May we contact this employer for a reference?	
		Yes No	

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Employer:	Phone Number:		
Street Address:	City:	State:	Zip:
Position:	Employment Dates:		
	Start:	End:	
Supervisor's Name:	Last Wage:		
Reason for Leaving:	May we contact this employer for a reference?		
	Yes No		
Please list any skills / abilities you possess that would help you perform the job for which you are applying:			

References:		
Please list three other persons, unrelated to yourself, who have knowledge of you and your work history.		
Name:	Phone Number:	Email:
Name:	Phone Number:	Email:
Name:	Phone Number:	Email:

Education	
Name of High School:	
City / State:	Years Completed:
Did you graduate?	GED?
Yes No	Yes No

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Name of Vocational School:	
City / State:	Years Completed:
Did you graduate?	
Yes No	

Name of College or University:	
City / State:	Years Completed:
Did you graduate?	
Yes No	

Name of Graduate School:	
City / State:	Years Completed:
Did you graduate?	
Yes No	

Have you ever served in the military?	Total Years of Service:
Yes No	
Branch:	Rank Achieved:

Did you complete this application yourself?	If not, who did?
Yes No	

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Application Form Waiver

In exchange for the consideration of my job application by Certified Professional Restoration, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Certified Professional Restoration or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company.

Both the undersigned and Certified Professional Restoration may end the employment relationship at any time, without specified notice or reason.

If employed, I understand that the Company may unilaterally change or revise their benefits, policies, and procedures, and that such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I authorize the Company to request, from a consumer reporting agency, an agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Upon a conditional offer of employment, the Company may request and conduct a background check concerning my social security number, motor vehicle operation history, criminal history, and other information to the extent permitted by law from appropriate local, state, and federal agencies and other available public records. All information will be strictly held in confidence and, to the extent possible, secured.

I agree to notify the company immediately of any traffic violations for which I am charged.

Signature of Applicant: _____ Date: _____

Print Applicant Name: _____

Certified Professional Restoration is an equal-opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.
