



## Editable Application for Employment

Last name	First	Middle	Type(s) of work desired	Date of application
Street address			Driver's License Number	Home telephone
City	State	Zip	Work telephone	

### Employment Record

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, **but please complete this application as well.**

Last or present company/organization		Type of business	Title or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked		
Reason for leaving			
Previous company/organization		Type of business	Title or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked		
	From	To	
Reason for leaving			

Previous company/organization		Type of business	Title or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked From                      To		
Reason for leaving			

**Educational History**

School name	Location (city, state)	Major course or subject	Graduated		Degree
			Yes	No	

**Outside Activities**

(Exclude those indicating race, color, sex, national origin, age, or handicap.)

Professional memberships, certificates, or licenses held

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Past and present civic or cultural activities — include offices held

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Please list other skills and/or equipment/language experience you have acquired

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**Military Record**

Branch of service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Present military affiliation:  
 None                  Reserve (active)                  Reserve (inactive)

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Kinds of training and duty while in service

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**Professional/Work References**

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Email Address	Phone Number	Occupation

May we contact your present employer?      Yes

No

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Wage or salary required

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**An Equal Opportunity Employer**

We are an equal opportunity employer, and we do not and will not discriminate on any basis made unlawful by any federal, state, or local law applicable to a Religious Non-Profit Corporation. Information provided on this application will not be used for any discriminatory purpose.

*Please read all the following statements carefully and ask questions if you need clarification before you sign this section:*

I certify that the information contained in this application is true and correct to the best of my knowledge, and understand that any false or misleading statements or omissions, whenever discovered, regarding this application are grounds for disqualification from further consideration or for dismissal from employment.

I understand and agree that:

1. If hired by CBS, during my employment with CBS, I shall not accept or hold employment with others that, in the sole discretion of CBS, would create a conflict of interest.
2. I understand that I or CBS may terminate my employment at any time, with or without cause, and that any assurances of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the "at will" nature of my employment relationship with CBS, unless specifically acknowledged in writing by the CEO. I further understand that CBS may also demote or discipline me, or reassign my job responsibilities for any reason, at its sole discretion.
3. I understand that as a condition of employment I will be required to provide proof of U.S. Citizenship, U.S. permanent residency or authorization to work in the U.S. and personal identification.
4. CBS may conduct a routine investigation in connection with my employment including but not limited to a criminal record check or any condition allowed by law.
5. I authorize CBS to verify all references and information provided by me in this application and release CBS, and any person or company responding to any reference or request for information from any claim or liability regarding any information or opinion supplied. I understand that any offer of employment is subject to satisfactory references.
6. If I am hired, I will be required to sign (a) an acknowledgment of CBS's Policy Against Sexual Harassment and (b) an acknowledgment of receipt of the Employee Handbook, including acknowledgment of my at-will employment status.
7. The foregoing terms and conditions will become part of my employment agreement with CBS if I am hired.

Date

Signature \_\_\_\_\_