



Application for Employment

Please print clearly in ink. If you need assistance completing this application, please let us know so we can discuss a reasonable accommodation.

We are an equal opportunity employer and do not discriminate against any applicant because of race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, or any other legally protected group.

TODAY'S DATE _____

PERSONAL DATA

FULL NAME

Last _____

First _____

Middle _____

CURRENT ADDRESS

Street & Number _____

City _____

State _____

Zip Code _____

HOME NUMBER	CELL NUMBER	SOCIAL SECURITY NUMBER
()	()	

Have you applied to Calibus before? ☐ Yes ☐ No If yes, give dates: _____

Have you ever worked for Calibus before? ☐ Yes ☐ No If yes, month and year: _____ Location: _____

Reason for separation from Calibus: _____

If hired, can you provide proof of identity and authorization to work in the U.S.? ☐ Yes ☐ No

If hired, and you are under 18, can you furnish a work permit? ☐ Yes ☐ No ☐ I am over 18

Are you currently employed? ☐ Yes ☐ No If yes, can we contact your current employer? ☐ Yes ☐ No

Do you have any objection to working overtime, if necessary? ☐ Yes ☐ No

EMPLOYMENT DESIRED

Position you are applying for: _____

Date available for work: _____

Total hours available per week: _____

Are you able to work Saturdays? ☐ Yes ☐ No

How were you introduced to Calibus? ☐ College/University ☐ Employee Referral ☐ Newspaper ad which paper _____
☐ Walk in ☐ DES ☐ Other _____

Are you acquainted with anyone who works for Calibus? ☐ Yes ☐ No If yes, who? _____

EMPLOYMENT EXPERIENCE

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. All information must be included, even if you are attaching a resume. Please attach an additional sheet if necessary.

Employer	Work Performed
Address	
Telephone Number(s)	
Job Title/Supervisor	
Reason for leaving	
Dates Employed	Hourly Rate/Salary
From _____ To _____	Starting _____ Final _____

Explain any time between jobs:

EMPLOYMENT EXPERIENCE

Employer	Work Performed		
Address			
Telephone Number(s)			
Job Title/Supervisor			
Reason for leaving			
Dates Employed	Hourly Rate/Salary		
From	To	Starting	Final

Explain any time between jobs:

Employer	Work Performed		
Address			
Telephone Number(s)			
Job Title/Supervisor			
Reason for leaving			
Dates Employed	Hourly Rate/Salary		
From	To	Starting	Final

Explain any time between jobs:

WORKING SKILLS

List any special training or skills (customer service, foreign language fluency, etc.) relevant to the position for which you are applying:

Please tell us of any experiences, skills, or qualifications, which you feel would qualify you for work with Calibus.

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED: ELM 6 7 8 HIGH 9 10 11 12 COLLEGE 13 14 15 16 17 18 19

HIGH SCHOOL_____	City	State
DIPLOMA OR GED: <input type="checkbox"/> Yes <input type="checkbox"/> No		

COLLEGE: (List all, whether or not degree was obtained)

NAME	LOCATION	MAJOR FIELD OF STUDY	MINOR FIELD OF STUDY	DEGREES

Additional job-related seminars, short courses, workshops or other educational experience_____

Academic honors or special recognition* _____

Extra curricular activities* _____

Do you have any objection to our contacting your previous schools? ☐ Yes ☐ No

**You may omit those, which indicate your race, religious creed, color, national origin, ancestry, sex, age, or other status protected by applicable law.*

REFERENCES

Give name, address and telephone number of four (4) references who are not related to you:

(Supervisor) _____

(Supervisor) _____

(Co-worker) _____

(Personal) _____

SECURITY

Have you ever pled "guilty" or "no contest" to, or been convicted of a felony?

☐ Yes

☐ No

If yes, give details including date, location (city), nature of offense and disposition _____

NOTE: A conviction record will not necessarily be a bar to employment. Applicants with a sealed record on file may answer "no record" to any inquiries about criminal charges.

SIGNATURE

READ CAREFULLY BEFORE SIGNING:

I certify that the statements and information furnished by me in this application are true and correct. I understand that omitted, false or misstated statements on this application are grounds for refusal to hire, or dismissal, at any time the company becomes aware of the omitted, falsified, or misstated information. In consideration of my employment, I agree to conform to the rules and regulations of your company and acknowledge that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either the company or myself. I further understand that no policy, benefit, or procedure contained in any employee handbook creates an employment contract for any period of time, and no terms or conditions of employment contrary to the foregoing should be relied upon, except for those made in writing by a designated officer of the company.

I agree and hereby authorize Calibus Inc. to conduct a background inquiry to verify information on this application and any company form completed by me. I authorize all previous employers or other persons who have knowledge of my records, to release such information to Calibus or their agents or me. I authorize Calibus to conduct consumer credit report inquiries as a result of my employment with Calibus. I hereby release those companies and persons and Calibus from all claims or liabilities whatever that may arise by such disclosures or such investigation.

My Signature Certifies That I Have Read And Agree With The Above Statements

Date of Application _____ Signature of Applicant _____

OFFICE USE ONLY

REHIRE AUTHORIZATION

Dates Employed: From _____ To _____

Term Reason:

APPROVED FOR REHIRE: ☐ Yes ☐ No

COMMENTS:

Hiring Manager Signature:

Date: