



# Application For Employment

*Please Print Clearly  
Please Answer All Questions.*

**We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, sexual orientation, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.**

C'MON IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THE APPLICATION, IF HIRED, C'MON OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Name \_\_\_\_\_ DOB \_\_\_\_\_

Position Applied For \_\_\_\_\_

Cell Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long have you lived there? \_\_\_\_\_ / \_\_\_\_\_  
Years / Months

Desired Salary/Hourly Rate \_\_\_\_\_ Date on which you can start work if hired? \_\_\_\_\_

Type of employment desired? Full-time  Part-time  Desired Shift: 8:45 – 1:00 1:00 – 5:15 5:00 – 8:15

Are there any other considerations regarding your schedule? \_\_\_\_\_

Are you seasonal? Yes  No

Please indicate below the months you are available

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Available												

Have you previously applied for employment with C'mon? Yes  No

If yes, when and where did you apply? \_\_\_\_\_

**INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS**

All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? Yes  No

Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? Yes  No

CRIMINAL OFFENSES ONLY: If you answered Yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. C'mon will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.*

Have you ever initiated an act of violence in the workplace? Yes  No

If yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any additional skills:

- \_\_\_\_\_ Computer Skills/database      \_\_\_\_\_ Languages Spoken (other than English) \_\_\_\_\_
- \_\_\_\_\_ American Sign Language      \_\_\_\_\_ Teaching Experience \_\_\_\_\_
- \_\_\_\_\_ Library experience      \_\_\_\_\_ Special Event Planning \_\_\_\_\_
- \_\_\_\_\_ Multi-line phone      \_\_\_\_\_ Art Experience \_\_\_\_\_
- \_\_\_\_\_ Collections experience      \_\_\_\_\_ Maintenance skills \_\_\_\_\_
- \_\_\_\_\_ Graphic Design      Other \_\_\_\_\_

Education	School Name & Location	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					

Bus/Tech/Trade or Post College					
-----------------------------------	--	--	--	--	--

If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname etc. \_\_\_\_\_

**WORK EXPERIENCE**

Please list the names of your present and/or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment.

**Employer**

\_\_\_\_\_  
Name Address Type of Business

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact? Yes  No  If no, why not? \_\_\_\_\_

Wages Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

What will this employer say was the reason your employment terminated? \_\_\_\_\_

How much notice did you give when resigning? If none, explain. \_\_\_\_\_

\_\_\_\_\_

**Employer**

\_\_\_\_\_  
Name Address Type of Business

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact? Yes  No  If no, why not? \_\_\_\_\_

Wages Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

What will this employer say was the reason your employment terminated? \_\_\_\_\_

How much notice did you give when resigning? If none, explain. \_\_\_\_\_

\_\_\_\_\_

**Employer**

\_\_\_\_\_  
Name Address Type of Business

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact? Yes  No  If no, why not? \_\_\_\_\_

Wages Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

What will this employer say was the reason your employment terminated? \_\_\_\_\_

How much notice did you give when resigning? If none, explain. \_\_\_\_\_

\_\_\_\_\_

Please explain fully all gaps in your employment history in excess of one month.

\_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated or asked to resign from any job? Yes  No   
If yes, how many times? \_\_\_\_\_

Has your employment ever been terminated by mutual agreement? Yes  No   
If yes, how many times? \_\_\_\_\_

Have you ever been given the choice to resign rather than be terminated? Yes  No   
If yes, how many times? \_\_\_\_\_

If you answered Yes to any of the above three questions, please explain circumstances on each occasion.

\_\_\_\_\_

\_\_\_\_\_

**VOLUNTEER EXPERIENCE**

Please list the names of your present and/or previous organizations in chronological order with present or last organization listed first.

Organization

\_\_\_\_\_  
Name Address Type of Business

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Dates From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact? Yes  No  If no, why not? \_\_\_\_\_

Organization

\_\_\_\_\_  
 Name Address Type of Business

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Dates From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact? Yes  No  If no, why not? \_\_\_\_\_

Organization

\_\_\_\_\_  
 Name Address Type of Business

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Dates From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact? Yes  No  If no, why not? \_\_\_\_\_

**REFERENCES**

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP i.e. supervisor, co-worker	TELEPHONE

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

NAME	OCCUPATION	ADDRESS	TELEPHONE	NUMBER OF YEARS KNOWN

**APPLICANT CERTIFICATION**

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that C'mon may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state and local law. If C'mon has such a program and I am offered a conditional offer of employment, I understand that if a per-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state and local law. I also understand that all employees of the location, pursuant to C'mon's policy and federal, state and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with C'mon's policies and applicable federal, state and local law.

If employed by C'mon, I understand and agree C'mon, to the extent permitted by federal, state and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

I certify all information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

**C'MON IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, C'MON OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF C'MON IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESS OR IMPLIED – WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE EXECUTIVE DIRECTOR OF C'MON.**

**IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF C'MON, AND I UNDERSTAND THAT C'MON HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.**

I authorized C'mon or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state and local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by C'mon to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state and local law, any party delivering information to C'mon or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability C'mon and its

representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by C'mon, I understand I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by C'mon. I also understand C'mon employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF (90) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

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