

# The Columbus Organization

## Application for Employment

It is the basic employment policy of THE COLUMBUS ORGANIZATION to insure that all applicants for employment will be considered without regard to race, color, age, creed, sex, national origin, marital, familial or veteran status, or handicap.

Position(s) applied for \_\_\_\_\_ Date: \_\_\_\_\_

Referral Source  Advertisement  Employee- Referral Name \_\_\_\_\_  
 Relative  Walk-in  Other

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Social Security # \_\_\_\_\_ E-mail Address \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

Occupational/Field of Licensure (if applicable) \_\_\_\_\_

Professional License #/State(if applicable) \_\_\_\_\_

Is your license active and in good standing? \_\_\_\_\_

Has there ever been any disciplinary action against your license? If so, please explain. \_\_\_\_\_

If necessary, best time to call you at home is: \_\_\_\_\_ am/pm

If you are under 18, and it is required, can you furnish a work permit?  Yes  No

Are you legally eligible for employment in this country?  Yes  No

When are you available for work? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Will you travel if job requires it?  Yes  No

Are you able to meet the attendance requirements of the position?  Yes  No

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

If yes, please provide date(s) and details \_\_\_\_\_

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number : \_\_\_\_\_ State \_\_\_\_\_

### Education

Show all formal education including U.S. military schools. **Please attach a copy of your resume and make references to the information set forth therein.**

Institution and Location	Dates Attended		Degree Received	Major / Minor
	From	To		
High School Last Attended	_____	_____	_____	_____
College or University	_____	_____	_____	_____
Other	_____	_____	_____	_____

## Employment History

List all employment, including previous THE COLUMBUS ORGANIZATION employment and U.S. military service, starting with present employer. **Please attach a copy of your resume and make references to the information set forth therein.**

Employer's Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates Employed: \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_  
Telephone # ( ) \_\_\_\_\_

Type of Business \_\_\_\_\_  
Starting Job Title/Final Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Major Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Salary \_\_\_\_\_ Bonus \_\_\_\_\_ Commissions \_\_\_\_\_ Other Compensation \_\_\_\_\_

May We Contact for Reference?  Yes  No  Later

Employer's Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates Employed: \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_  
Telephone # ( ) \_\_\_\_\_

Starting Job Title/Final Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Major Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Salary \_\_\_\_\_ Bonus \_\_\_\_\_ Commissions \_\_\_\_\_ Other Compensation \_\_\_\_\_

May We Contact for Reference?  Yes  No  Later

Employer's Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates Employed: \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_  
Telephone # ( ) \_\_\_\_\_

Starting Job Title/Final Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Major Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Salary \_\_\_\_\_ Bonus \_\_\_\_\_ Commissions \_\_\_\_\_ Other Compensation \_\_\_\_\_

May We Contact for Reference?  Yes  No  Later

## PROFESSIONAL REFERENCES

Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Relationship to Reference:  Co-Worker  Supervisor  Other  
Telephone # home \_\_\_\_\_  
Telephone # work \_\_\_\_\_

May We Contact for Reference?  Yes  No  Later

Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Relationship to Reference:  Co-Worker  Supervisor  Other  
Telephone # home \_\_\_\_\_  
Telephone # work \_\_\_\_\_

May We Contact for Reference?  Yes  No  Later

Name and Address

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

Relationship to Reference:  Co-Worker  Supervisor  Other

Telephone # home \_\_\_\_\_

Telephone # work \_\_\_\_\_

May We Contact for Reference?  Yes  No  Later

Name and Address

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

Relationship to Reference:  Co-Worker  Supervisor  Other

Telephone # home \_\_\_\_\_

Telephone # work \_\_\_\_\_

May We Contact for Reference?  Yes  No  Later

**EMPLOYMENT INQUIRY RELEASE**

I hereby authorize the potential employer to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I certify that all information, including, but not limited to the information set forth in my resume, that I have provided in order to apply for and secure work with THE COLUMBUS ORGANIZATION is true, complete and correct.

I understand that any information provided by me, including all information found on my resume, that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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