

# COLUMBIA SUSSEX CORPORATION

## APPLICATION FOR EMPLOYMENT (An Equal Opportunity Employer)

DATE \_\_\_\_\_

### PERSONAL INFORMATION

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
Street City State Zip

How long have you lived at this address? \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_  
Street City State Zip

How long did you live at this address? \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ REFERRED BY \_\_\_\_\_

Can you present proof of your right to work legally in the United States?

YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_

If yes, give details, \_\_\_\_\_

Do you have any friends or relatives who work for the Columbia Sussex Corp. or related company?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please list them, \_\_\_\_\_

### EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ Date you can start \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_

Have you applied to or worked for the Columbia Sussex Corp. before?

YES \_\_\_\_\_ NO \_\_\_\_\_ If "YES," when? \_\_\_\_\_

**EDUCATION**

	Name & Location of School Attended	How many years?	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Other				

Subjects of special study or research work \_\_\_\_\_

U.S. Military Service or Reserves (Dates, rank, discharge) \_\_\_\_\_

**REFERENCES**

Give below the names of 3 persons not related to you, whom you have known at least one year.

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

LIST ALL THE JOBS YOU HAVE HAD, STARTING WITH THE MOST RECENT.

<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Length of Service</b>	<b>Hourly Rate/Salary Start-Final</b>	<b>Reason for Leaving</b>
<b>FROM</b>		
<b>TO</b>		

<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Length of Service</b>	<b>Hourly Rate/Salary Start-Final</b>	<b>Reason for Leaving</b>
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<b>FROM</b>		
<b>TO</b>		

<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Length of Service</b>	<b>Hourly Rate/Salary Start-Final</b>	<b>Reason for Leaving</b>
<b>FROM</b>		
<b>TO</b>		

If you need additional space, please continue on a separate sheet of paper.

## SPECIAL SKILLS & QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. \_\_\_\_\_

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**IN CASE OF EMERGENCY NOTIFY:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

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I certify that the information provided in this Application for Employment is true, correct and complete. I agree that, if I am employed, the Columbia Sussex Corp. may terminate my employment for any false or misleading statements or omissions in this application, whenever they may be discovered.

I authorize a medical examination, including a drug screen, by an examiner selected by the Columbia Sussex Corp.

I agree that, if hired, my employment is for no definite period and may be terminated at any time for any reason by either me or Columbia Sussex Corp. I agree that this cannot be changed except in writing by the Company's President, and that any representations to the contrary are not binding on the Columbia Sussex Corp.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize the Columbia Sussex Corp. to investigate my personal history and financial and credit record through any investigative or credit agency of its choice.

I authorize any reference, school, hospital, doctor, former employer or other person to disclose to Columbia Sussex Corp. upon request any information they may have about me and I release them from all liability for disclosing such information to the Columbia Sussex Corp. I understand that Columbia Sussex Corp. may obtain or prepare an investigative consumer report in connection with my application for employment. I understand that I may make a written request for disclosure of the nature and scope of the investigation.

Date: \_\_\_\_\_ Signature \_\_\_\_\_