



CCF Industries, Inc.

EMPLOYMENT APPLICATION

NAME (First, Middle, Last)	Home phone:
Address	Cell phone:
City, State, Zip Code	Email address:
How long have you been at this address:	Are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO

Today's Date: _____

Position applied for: _____

Date available: _____ Desired salary: _____

EDUCATION

Name & location of school	Years attended	Did you graduate?	Area of study and degrees acquired
High school:		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College:		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other:		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PROFESSIONAL LICENSES AND CERTIFICATIONS

Type:	Date Issued:
Type:	Date Issued:
Type:	Date Issued:



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EMPLOYMENT RECORD (Attach sheet if more space is needed)

Current/Last Employer May we contact this employer? YES NO

Company name:	Position:
Reason for leaving:	Dates employed:
City and State	Salary:
	Company phone #:
Please describe job duties and responsibilities:	

Previous Employer May we contact this employer? YES NO

Company name:	Position:
Reason for leaving:	Dates employed:
City and State	Salary:
	Company phone #:
Please describe job duties and responsibilities:	

Previous Employer May we contact this employer? YES NO

Company name:	Position:
Reason for leaving:	Dates employed:
City and State	Salary:
	Company phone #:
Please describe job duties and responsibilities:	



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REFERENCES

Please list at least three (3) professional references.

Reference #1

Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

Reference #2

Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

Reference #3

Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

CERTIFICATIONS AND ACKNOWLEDGMENTS

Please read each statement closely and initial each on the line next to the title, acknowledging your understanding. If clarification is needed, please contact Human Resources.

_____ Equal Employment Opportunity Statement

This Company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a



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work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

Discrimination and Sexual Harassment Policy Statement and Acknowledgment

This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Post-Hire, Pre-employment Testing

If offered a position with the Company, I understand that I may be asked to undergo legally permitted physical, psychological, skill, or medical tests as a condition of employment.

Background Investigation

I acknowledge that if I am offered employment with the Company, a job offer may also be contingent upon a background investigation which may include interviews with past employers, workers and friends. Said investigation may also include credit, driving, criminal background, references and other background checks.



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_____ **At-Will Employment**

I understand and agree that if I become employed by the Company, my employment will be “at-will”, which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. This policy does not create a contract between the Company and any person employed by the Company.

_____ **Company Obligation**

I understand and agree that the Company’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

_____ **Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant's Signature

Date