



CHEROKEE CREEK BOYS SCHOOL APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-5. DATE _____

Name _____
 Last First Middle Maiden

Present address _____
 Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

If under 18, please list age _____

Position applied for (1) _____ Days/hours available to work
 and salary desired (2) _____ No Pref _____ Thur _____
 (Be specific) Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ☐ No ☐ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

DO YOU HAVE A DRIVER'S LICENSE?☐ Yes ☐ No

What is your means of transportation to work? _____

Driver's license

number _____ State of issue _____ ☐ Operator ☐ Commercial (CDL)☐ Chauffeur

Expiration date _____

Have you had any accidents during the past three years?

How many? _____

Have you had any moving violations during the past three years?

How Many? _____

Typing ☐ Yes
☐ No _____ WPM10-key ☐ Yes
☐ NoWord Processing ☐ Yes
☐ No _____ WPMPersonal ☐ Yes PC ☐

Other _____

Computer ☐ No Mac ☐

Skills _____

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?

☐ Yes ☐ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?

☐ Yes ☐ No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the past five years **beginning with your most recent job held.**
If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Cherokee Creek Boys School (hereinafter called "Cherokee Creek"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Cherokee Creek practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Cherokee Creek, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director/President of Cherokee Creek. Both the undersigned and Cherokee Creek may end the employment relationship at any time, without specified notice or reason. If employed, I understand that Cherokee Creek may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Cherokee Creek permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Cherokee Creek from any liability as a result of such contract.

I understand that, in connection with the routine processing of this employment application, Cherokee Creek may request, from a consumer reporting agency, an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, Cherokee Creek will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with Cherokee Creek shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with Cherokee Creek is terminable at will for any reason by either party.

Signature of applicant _____ **Date:** _____

Cherokee Creek Boys School is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Cherokee Creek Boys School depends solely on your qualifications.

Thank you for completing this application form and for your interest in our school.

AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

In pursuit of excellence **Cherokee Creek Boys School, Inc.**, (hereinafter referred to as "Company,") require as a condition of employment and/or continued employment, or promotion, all applicants to consent to and authorize a verification of their background, including but not limited to, information submitted on their application or résumé.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal.

This release and authorization acknowledges that the Company may now, or at any time while I am employed, conduct a verification of my education, previous employment/work history, credit history, motor vehicle records, contact personal references, require that I provide a urine specimen to be tested for the presence of drugs or alcohol, investigate workers' compensation claims and obtain any criminal or civil history record information pertaining to me which may be in the files of any Federal, State or local criminal justice agency in any state or province or any information as deemed necessary to fulfill the job requirements. A copy of the above mentioned reports can be made available upon request.

I authorize the Company to use Background Check.com or the organization of their choice and any of its agents/designated personnel, to disclose orally and in writing the results of this verification process and/or interview to the designated authorized representative of the Company.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers and other organizations and Agencies to provide the chosen background check organization with all information that may be requested, and I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that a signed copy of this document is as valid as the original.

I do hereby agree to forever release and discharge the Company, its agent, Background Check.com, or chosen background check company, and their associates to the full extent permitted by law from claims, damages, costs, and expenses, for any errors, omissions or any other charge or complaint filed with any agency arising from the retrieving and reporting of information.

APPLICANT:

Signature

SS#: _____ - _____ - _____

Print Full Name (First, Middle Initial, Last)

Date

Street Address

License # State

City, State, Zip

Date of Birth - Used only to verify criminal and/or civil records and will **not** be used by this organization to make a hiring decision.