



EMPLOYMENT APPLICATION

The Canadian Community Center is an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the Canadian Community Center to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

PERSONAL INFORMATION

Name: _____ Phone: (H) _____ (C) _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Years at current Address: _____ Years at previous Address: _____
Previous Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Can you, after employment, submit verification of your legal right to work in the United States? Yes No
Are you Eighteen (18)? Yes No If hired, do you have reliable means of transportation to get to work? Yes No
Have you ever been convicted of a felony, or for child abuse or sex-related crimes? Yes No
If yes, please explain: _____

EMPLOYMENT DESIRED

Position Desired: _____ Date Available: _____ Salary Desired: _____
Are you presently employed? Yes No If yes, may we contact your present employer? Yes No
Please describe your scheduling needs: _____
Have you ever applied or been employed at the Canadian Community Center? Yes No
How were you referred to the Canadian Community Center? _____

EDUCATION AND TRAINING

High School: _____ Graduate? Yes No
College/University: _____ Years attended: _____ - _____
Graduate Yes No Degree? _____ Major Subject: _____
College/University: _____ Years attended: _____ - _____
Graduate Yes No Degree? _____ Major Subject: _____
Highest Degree Earned: High School Associate Bachelor Master Doctorate
Additional Education: _____
Professional memberships, certificates or licenses held: _____
Computer Skills & Office Equipment: _____ WPM: _____
CPR / First Aid / AED certification? Yes No Expiration Date: _____



U.S. MILITARY SERVICE DATA

Branch: _____

Special Training & Skills: _____

EMPLOYMENT DATA

(PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST)

Company Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Dates of Employment: _____ - _____ Base Rate of Pay Start: _____ Final: _____

Job Title: _____ Final: _____

Description of duties: _____

Supervisor Name: _____ Supervisor Title: _____

Company Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Dates of Employment: _____ - _____ Base Rate of Pay Start: _____ Final: _____

Job Title: _____ Final: _____

Description of duties: _____

Supervisor Name: _____ Supervisor Title: _____

Company Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Dates of Employment: _____ - _____ Base Rate of Pay Start: _____ Final: _____

Job Title: _____ Final: _____

Description of duties: _____

Supervisor Name: _____ Supervisor Title: _____

Company Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Dates of Employment: _____ - _____ Base Rate of Pay Start: _____ Final: _____

Job Title: _____ Final: _____

Description of duties: _____

Supervisor Name: _____ Supervisor Title: _____

REFERENCE DATA

"OUR MISSION IS TO IMPROVE THE HEALTH AND VITALITY OF OUR COMMUNITY"
905 CHEYENNE - P.O. BOX 1106 - CANADIAN, TEXAS 79014 - PHONE (806)323-5254



PROFESSIONAL / WORK REFERENCE WE MAY CONTACT

Name: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

PRE-EMPLOYMENT CERTIFICATION

PLEASE INITIAL

_____ I understand that this application is only valid for the position applied for at present and that the Canadian Community Center (CCC) is not obligated to retain or consider this application for future openings.

_____ I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the CCC to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising there from.

_____ If employed by the CCC I will abide by all policies and rules.

_____ I understand and agree that if employed by CCC, that I will be subject to a criminal background check.

_____ I agree to submit to legally permissible drug and/or alcohol testing upon request by the Canadian Community Center. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the CCC storage areas provided for me (locker, desk, computer, etc.) are open to investigation by the CCC without prior notice to me.

_____ If I am employed by the CCC I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the CCC or myself. I understand that, other than the Executive Director, no manager, supervisor or representative of the CCC has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the Executive Director of the CCC has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the CCC.

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and the Canadian Community Center concerning the nature of my employment, if any, by the CCC and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the CCC. I understand and agree that, except as noted above, no person who is either an agent or employee of the CCC may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.

Applicant Signature

Date of Application