

NOTICE TO EMPLOYMENT APPLICANT

The information provided in the Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name of the agency, so I may obtain from them the nature and substance of the information contained in the report. I further authorize the release of any information from any previous employer, personal reference, or educational institution as may be requested.

DATE

SIGNATURE

PRINT NAME

Please print out this Application for Employment, fill out completely and mail to:

Central Credit Audit, Inc.
PO Box 735
100 N Third St
Sunbury, PA 17801

You may also present this Application in person at our offices Monday-Friday 8:30am to 5:00pm

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

(Please Type or Print)

DATE _____

Name _____
Last First Middle Social Security Number

Present Address _____
Street Telephone ()

City State Zip

Permanent Address _____
(If different than present address) Street Telephone ()

City State Zip

Have you ever applied for employment with us?

YES _____ NO _____ If yes, Month and Year _____ Location:

Position Desired _____ Pay Expected _____

Apart from absence for religious observance, are you available for full-time work?

YES _____ NO _____ If not, what hours can you work?

Are you legally eligible for employment in the United States? _____

Will you work overtime if asked? YES _____ NO _____ When will you be available to begin work? _____

Other special training or skills (languages, machine operation, etc.)

EDUCATIONAL BACKGROUND

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
Graduate				YES ____ NO ____	
College				YES ____ NO ____	
Business/Trade				YES ____ NO ____	
High School				YES ____ NO ____	
Elementary				YES ____ NO ____	

MILITARY

Did you serve in the armed forces? YES _____ NO _____

If yes, in what branch? _____

Describe any training relevant to the position for which you are applying.

EMPLOYMENT EXPERIENCE (Present or most recent first)

Company Name	Telephone ()
Address	Employed (state month & year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe Your Work <hr/>	Reason for Leaving

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Company Name	Telephone ()
Address	Employed (state month & year) From To
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State Job Title and Describe Your Work _____	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.

Employer Number(s) _____
Reason _____

Employer Number(s) _____
Reason _____

PLEASE ANSWER ALL QUESTIONS IN THIS SECTION AFTER READING THE FOLLOWING DISCLAIMER

The information requested below is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship and disability. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status and sexual preference.

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?

_____ YES _____ NO If yes, describe in full.

Number of dependents, including yourself? _____

What was your previous address?

How long at previous address?

_____ years

How long at present address?

_____ years

Have you ever been bonded? _____ YES _____ NO
If "YES," with what employers?

Are you a U.S. Citizen?

YES _____ NO _____

Are you over 18 years of age?

_____ YES _____ NO
If not, employment is subject to verification of age