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| **Application for Employment** |
| Please use ink and print or type and print to complete application. |
| **EEO Statement** |
| PLEASE READ BEFORE COMPLETING APPLICATION  If you need help to fill out this application form or for any phase of the employment process, please contact Human Resources and every effort will be made to accommodate your needs in a reasonable amount of time. If you have any questions regarding these statements, please ask before completing the application.  CROSSROADS is an Equal Employment Opportunity (EEO) employer and does not discriminate in hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, sex (including pregnancy), sexual orientation, sexual identity, religion, national origin, citizenship, military service, veteran status, disability, genetic information, age and any other characteristic protected by federal, state or local laws.  This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract and acceptance of a completed application does not imply or guarantee employment. |

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| **Personal Information** | | | | | | | | | | | | | | | |
| First Name | |  | | | | Middle Name |  | | | | | Last Name | |  |  |
| Street Address | | |  | | | | | City/State/Zip | | |  | | | |  |
| Phone Number | | | | ( ) | | | | Email Address | | | | | \_\_\_ | |  |
| How did you find out about this job:  Website  Referral  Other | | | | | | | | |  | | | | | |  |
| Minimum Salary Expected | | | | |  | | | | | Are you at least 18 years old?  Yes  No | | | | | |
| Have you been convicted of, pled guilty to, had adjudication withheld, had prosecution deferred, or pled ‘no contest’ to a crime or have any criminal charges pending?  Yes  No If yes, state the name of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic disqualification for employment.) | | | | | | | | | | | | | | | |
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| **Employment Information** | | | | | | | | | | | | | | | |
| What position(s) are you applying for? | | |  | | | | | What date can you start? | | | | | |  |  |
| Are you seeking:  Full-time  Part-time  Temporary  On-call Are you willing to work overtime?  Yes  No | | | | | | | | | | | | | | | |
| When are you available?  Day  Night  Weekends  Holidays | | | | | | | | | | | | |  | | |
| Have you ever been employed with Crossroads?  Yes  No | | | | | If yes, when? | |  | | | | | | | |  |
| Have you ever submitted an application with us?  Yes  No | | | | | | If yes, when? | | |  | | | | | |  |
| Have you ever been discharged or asked to resign from any position?  Yes  No | | | | | | | | | | If yes, when? | |  | | |  |
| Do any of your relatives or close friends work associated with this organization?  Yes  No | | | | | | | | | | | | | | | |
| If yes, please give name and relationship: | | | |  | | | | | | | | | | |  |
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| **Work History (Please list your last four employers. Begin with the most recent.)** | | | | | | | | | | | | | | | |
| Employer Name | | | | | | Phone No. with Area Code | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Address | | | | | | City/State/Zip | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Dates of Employment | | | | | | Salary | | | | | | | | | |
| From: |  | To: | |  | | Beginning: | |  | | | Ending: | | |  | |
| Job Title | | | | | | Supervisor’s Name & Title | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Specific Reason for Leaving | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Employer Name | | | | | | Phone No. with Area Code | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Address | | | | | | City/State/Zip | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Dates of Employment | | | | | | Salary | | | | | | | | | |
| From: |  | To: | |  | | Beginning: | |  | | | Ending: | | |  | |
| Job Title | | | | | | Supervisor’s Name & Title | | | | | | | | | |
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| Specific Reason for Leaving | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Employer Name | | | | | | Phone No. with Area Code | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Address | | | | | | City/State/Zip | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Dates of Employment | | | | | | Salary | | | | | | | | | |
| From: |  | To: | |  | | Beginning: | |  | | | Ending: | | |  | |
| Job Title | | | | | | Supervisor’s Name & Title | | | | | | | | | |
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| Specific Reason for Leaving | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Employer Name | | | | | | Phone No. with Area Code | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Address | | | | | | City/State/Zip | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| Dates of Employment | | | | | | Salary | | | | | | | | | |
| From: |  | To: | |  | | Beginning: | |  | | | Ending: | | |  | |
| Job Title | | | | | | Supervisor’s Name & Title | | | | | | | | | |
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| Specific Reason for Leaving | | | | | | | | | | | | | | | |
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| May we contact all of the employers listed above?  Yes  No If not, tell us which one(s) you do not wish us to contact and why. | | | |
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| Why are you seeking a new position at this time? | |  |  |
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| **Education and Training** | | | | |
|  | **School Name & Location** | **Course of Study** | **Years Completed** | **Diploma/Degree** |
| **High School** |  |  |  |  |
| **Technical School** |  |  |  |  |
| **College** |  |  |  |  |
| **Graduate or Professional Studies** |  |  |  |  |
| **Other (Specify)** |  |  |  |  |

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| **List any job-related skills, licenses or certificates that you feel would be of value to this job or organization.** |
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**Authorization**

**Please Read Carefully Before Signing**

*I authorize investigation of all statements contained in this application (if I am considered for employment) and hereby authorize previous employers, personal references named, or any other person or persons to whom the company may refer, to give any and all information regarding my background if requested.*

*If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could, as determined by the company, reflect adversely on the company.*

*If employed, I agree to maintain confidentiality regarding any information concerning the company that may come to my knowledge.  Further, I agree to comply with all of the policies and regulations of the company as set forth in the company’s employee handbook or other communications distributed to all employees.*

*I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the company to hire me.  I understand that if employment is offered to me, either verbally or in writing, such offer does not constitute a contract of employment.  I understand that if I am employed by the company my employment will be for no definite period of time and that my employment can be terminated at any time and for any reason, with or without cause and without prior notice, at the option of either the company or myself.  I also understand that this status can only be altered by a written contract of employment, specific to all material terms, that is signed by an authorized officer of the company.  If the company utilizes an employee arbitration program, that program cannot be altered without the written agreement of both me and the company.*

*I attest with my signature below that I have read all of the above statements and understand the same and that all statements made by me are true and accurate to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.  I understand that any false statements or material omissions may be grounds for refusal to hire, or for immediate dismissal.  I certify that I am at least 18 years of age and am legally authorized to work in the United States.  Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between myself and the company for either employment or for the providing of any benefit.*

*I understand that as a condition of this application and any employment, I may be required to submit to testing for the presence of illegal drugs.  I hereby consent to such testing.  I further acknowledge that no promise or guarantee is binding upon the company unless made in a written contract of employment as described above.*

**Signature of Applicant Date**

**Printed Name of Applicant**