

CANBY TELCOM

APPLICATION FOR EMPLOYMENT

Please complete the entire application. Additional information may be attached.

Individuals who need accommodation during the application process should request this in advance so necessary arrangements can be made.

Date

PERSONAL DATA				
Last Name	First Name	MI	Social Security No.	
Present Address	City	State	Zip	Telephone ()
Mailing Address	City	State	Zip	Work/Message # ()

EMPLOYMENT DATA		
Position Applied For	Expected Salary / Wage	
Type of Employment Applied For <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer	Date Available for Work	
Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed by Canby Telephone Association or any of its subsidiaries? If yes, give date(s). <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Can you, prior to beginning employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of a felony in the past seven (7) years? (If yes, please indicate the nature of the crime and the outcome. Please note that a conviction alone will not necessarily bar you from employment.) _____ _____		
Are you bilingual? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what languages do you speak/read/write fluently?	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	License Number	State Issued
How were you referred to Canby Telcom?		

EDUCATION DATA		
Last high school attended	Location	Diploma or equivalent received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning with the most recent, list all colleges, vocational, trade and military service schools attended		
1	School Name	Location
	Degree/Major	# of Years Attended: Degree Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
2	School Name	Location
	Degree/Major	# of Years Attended: Degree Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
3	School Name	Location
	Degree/Major	# of Years Attended: Degree Completed <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY

List all work experience, paid or unpaid, beginning with your most recent job. Include military, volunteer or other jobs you wish to be considered as qualifications for the job you are seeking.

1	Company Name / Address	Supervisors Name / Telephone #	Position / Title	Duties
	Dates Employed From: To:	Ending Wage: \$ <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Year	Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Company Name / Address	Supervisors Name / Telephone #	Position / Title	Duties
	Dates Employed From: To:	Ending Wage: \$ <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Year	Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Company Name / Address	Supervisors Name / Telephone #	Position / Title	Duties
	Dates Employed From: To:	Ending Wage: \$ <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Year	Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Describe experience, training, or skills which qualify you for this job. *(Be specific)* _____

REFERENCES

1	Name	Title	Relationship	Years Known
	Company	Address	Phone	
2	Name	Title	Relationship	Years Known
	Company	Address	Phone	
3	Name	Title	Relationship	Years Known
	Company	Address	Phone	

ACKNOWLEDGMENT

I certify that I have answered truthfully and have not knowingly withheld, misrepresented, or omitted any information relative to my application, resume, or other attached materials. I understand that to do so would result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission may result in immediate termination of my employment.

I understand that:

- As a condition of employment, I will be required to sign an agreement regarding confidential information.
- As a condition of employment, I may be required to accept a different work assignment or schedule depending on business conditions.
- Any offer of employment may be conditional upon satisfactory completion of a reference check.

I understand that nothing contained in this employment application creates a contract between the company and me for employment or any other benefit. If an employment relationship is established, I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the company or myself. I further understand that no representative of the company, other than the president, has any authorization to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing and any such agreement to the contrary must be in writing and signed by the president.

I authorize employers, schools, or persons named above to release to Canby Telcom all information regarding my employment, character and qualifications, and agree to hold all persons harmless with respect to the information they may give, receive or publish.

Signature _____ Date _____