

# CIE

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

**Employment Application Form**  
**Please mail completed application to:**  
 2955 W Delphi Pike, Marion, IN 46953  
 or fax application to:  
 (765) 384-4004

**OFFICE USE ONLY:**  
 Date received:  
 Reviewed by:

PLEASE COMPLETE PAGES 1-5

Date \_\_\_\_\_

Name \_\_\_\_\_  

LAST
FIRST
MIDDLE
MAIDEN

Present address \_\_\_\_\_  

NUMBER
STREET
CITY
STATE
ZIP

How long at current address \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Are you under age 18 \_\_\_ YES \_\_\_ NO, if "YES", can you provide proof of your eligibility to work? \_\_\_ YES \_\_\_ NO

Are you currently authorized to work in the United States? \_\_\_ YES \_\_\_ NO. Proof of eligibility will be required if hired.

Position applied for (1) \_\_\_\_\_ and wage desired (2) \_\_\_\_\_  
 (Be specific)

**Days/hours available to work**

No Pref	_____	Thur	_____
Mon	_____	Fri	_____
Tue	_____	Sat	_____
Wed	_____	Sun	_____

How many hours can you work weekly? \_\_\_\_\_ Email: \_\_\_\_\_

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

When are you available to start 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 which is substantially related to the functions or qualifications of the job for which you are applying?  No  Yes A Conviction record will not necessarily disqualify you from employment.

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. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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APPLICATION FOR EMPLOYMENT

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? \_\_\_\_\_

OFFICE POSITIONS ONLY

Typing  Yes  No \_\_\_\_\_ WPM  
10-key  Yes  No \_\_\_\_\_ WPM  
Word Processing  Yes  No \_\_\_\_\_ WPM

Personal Computer  Yes  No PC  Mac   
Other Skills \_\_\_\_\_

Please list two references other than relatives.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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Have you ever been in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you now a member of the national guard? <input type="checkbox"/> Yes <input type="checkbox"/> No Specialty _____ Date Entered _____ Discharge Date _____			
<b>Work Experience</b>		Please list your work experience for the <b>past seven years</b> beginning with your most recent job held. If you were self-employed, give firm name. <b>Attach additional sheets if necessary.</b>	
<b>Name of employer</b> <b>Address</b>  <b>City, State, Zip Code</b> <b>Phone number</b>	<b>Name of Last Supervisor</b>	<b>Employment Dates</b>  <b>From</b> <b>To</b>	<b>Pay or Salary</b>  <b>Start</b> <b>Final</b>
		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.			
<b>Name of employer</b> <b>Address</b>  <b>City, State, Zip Code</b> <b>Phone number</b>	<b>Name of Last Supervisor</b>	<b>Employment Dates</b>  <b>From</b> <b>To</b>	<b>Pay or Salary</b>  <b>Start</b> <b>Final</b>
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<b>Name of employer Address</b>		<b>Name of Last Supervisor</b>	<b>Employment Dates</b>	<b>Pay or Salary</b>
<b>City, State, Zip Code</b> <b>Phone number</b>			<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
<b>Your last job title</b>				
<b>Reason for leaving (be specific)</b>				
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>				
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<b>Your last job title</b>				
<b>Reason for leaving (be specific)</b>				
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>				

May we contact your present employer?  Yes  No

Did you complete this application yourself  Yes  No If not, who did? \_\_\_\_\_

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**PLEASE READ CAREFULLY**

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**APPLICATION FORM WAIVER**

**As indication that you have read and understood each sentence, please write your initials in the spaces provided below.**

In exchange for the consideration of my job application by CIE (hereinafter called "the Company"), 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 Company practices, shall serve to create an actual or implied contract of employment, \_\_\_\_\_ or to confer any right to remain an employee of CIE 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 Owner/Managing Member of the Company. \_\_\_\_\_ Both the undersigned and CIE may end the employment relationship at any time, without specified notice or reason. \_\_\_\_\_ If employed, I understand that the Company 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 the Company permission to contact schools, all previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact. \_\_\_\_\_ I authorize CIE to perform a local and federal criminal background check. \_\_\_\_\_

I understand that, as a condition of employment, a medical examination and a drug screen may be required.

I understand that, in connection with the routine processing of your employment application, the Company may request a criminal background investigation, and a consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. \_\_\_\_\_ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested, as required by the Fair Credit Reporting Act. \_\_\_\_\_ I hereby authorize the aforementioned investigations. \_\_\_\_\_

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party. \_\_\_\_\_

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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