

Application for Employment



This application will only be valid for ninety (90) days. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual orientation, political ideology, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status. ****Please print off application.****

Position(s) applied for	Date of application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Other	

Last Name	First Name	Middle Name
Address	Number	Street
		State
		Zip Code
Telephone Numbers(s)		

Do you authorize Carrier Access, Inc. to perform a thorough background check? yes no

Have you ever been charged with or convicted of a misdemeanor or felony? yes no
 If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

If you are under eighteen (18) years of age, can you provide required proof of your eligibility to work? yes no

Have you ever filed an application with us before? If yes, indicate date. yes no

Have you ever been employed with us before? If yes, indicate date. yes no

Are you currently employed? May we contact your present employer? yes no
 yes no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment.) yes no

On what date would you be available for work? Date _____

Are you available to work: full-time part-time shift work temporary

Are you currently on "lay-off" status and subject to recall? yes no

Can you travel if the job requires it? yes no

Are you able to perform the essential functions of the job for which you are Applying, with or without reasonable accommodation? yes no

If accommodations are necessary, please describe _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which would reveal race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	From	To	
Job Title	Supervisor		
Reason for Leaving			

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Reason for Leaving			

(If you need additional space, please continue on a separate sheet of paper.)

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment and/or other experience.

Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities.				
Describe any honors you have received.				
State any additional information you feel may be helpful to us in considering your application.				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

References

Give the name, address, and telephone number of three professional references who are not related to you:

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I hereby give Carrier Access Inc. the right to make a thorough background investigation of my past, employment, education and activities, and I release from all liability all persons, companies and corporations supplying such information. I indemnify Carrier Access Inc. against any liability which might result from making such investigation. I understand that any false answers or statements or other required documents may result in denial of employment or discharge.

This application for employment shall be considered active for a period of time not to exceed ninety (90) days. Any applicant wishing to be considered for employment beyond this time period should resubmit his/her resume.

Additionally, I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between Carrier Access Inc. and myself for any term of employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Carrier Access Inc. unless made in writing. Employees at Carrier Access Inc. are hired for indefinite terms of employment. Employment at Carrier Access Inc. is at-will, which means that Carrier Access Inc. or the employee may terminate the employment relationship at any time with or without cause and with or without notice. No agent or representative of Carrier Access Inc. other than the President/CEO, and then only in writing, has any authority to enter into any agreement for employment for any specified period of time, or to enter into any employment agreement that in any way modifies the at-will status of employment at Carrier Access Inc.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

For Personnel Department Use Only

yes no

Arrange interview?

Interviewer

Date

Employed?

yes no

Date of Employment

Job Title

Hourly Rate/Salary

Department

By

Date

Notes: