

Application for Employment

CASTO

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Human Resources.
CASTO is a Drug Free Workplace. All New Hires must pass a drug screening process.

Position(s) applied for _____ Date of application ____/____/____

Name _____ Social Security # _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone # (____) _____ Mobile/Other Phone # (____) _____ E-mail Address _____

If you are under 18, and it is required, can you furnish a work permit?..... Yes No

If no, please explain _____

Have you ever been employed here before? If yes, give dates and positions _____ Yes No

Are you legally eligible for employment in this country?..... Yes No

Date available to work ____/____/____ What is your desired salary range.....\$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-op

Are you able to meet the attendance requirements of the position?..... Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes No

If yes, please provide date(s) and details _____
ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM TO EMPLOYER TELEPHONE

(____)

STARTING JOB TITLE/ FINAL JOB TITLE ADDRESS

IMMEDIATE SUPERVISOR NAME & TITLE MAY WE CONTACT FOR REFERENCE?

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES

REASON FOR LEAVING HOURLY RATE/ SALARY
START\$ PER FINAL\$ PER

FROM TO EMPLOYER TELEPHONE

(____)

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Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background (if job related)

NAME AND LOCATION NUMBER OF YEARS COMPLETED DID YOU GRADUATE COURSE OF STUDY
HIGH SCHOOL

COLLEGE MAJOR DEGREE

OTHER

References

NAME TELEPHONE NUMBER OF YEARS KNOWN

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DID AN EMPLOYEE REFER YOU TO CASTO? IF YES, PLEASE PROVIDE EMPLOYEE'S NAME:

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 days. If I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time with or without prior notice. The employer also reserves the right to terminate my employment at any time, with or without cause. This application does not constitute an agreement or contract for employment. Any agreements will be made in writing. If hired, I will provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form. DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant Date / /