



APPLICATION FOR EMPLOYMENT

Name _____
Last First Middle

Present Address _____

City _____ State _____ Zip _____ Telephone # _____

Email Address _____ Alternate Tel # _____

EMPLOYMENT INTEREST

Date _____ Position Applied For _____ Date Available _____

Salary Desired _____ Location Desired _____

Type of Employment Desired: _____ Full-Time _____ Part-Time _____ Temporary

How were you referred to CR Dynamics? ___ Ad ___ Web ___ Agency ___ School ___ Employee ___ Other

Please specify source _____

Have you ever applied to work with or been employed by CRD? ___ Yes ___ No If yes, when? _____

PERSONAL

Social Security # _____

For reference checking purposes, list all name(s) you have gone by in the past, if any, other than that listed above: _____

Are you over 18 years of age? _____ If no, give date of birth _____

Have you received a conviction for anything other than a minor traffic violation in the last seven years?

___ Yes ___ No (A conviction will not necessarily disqualify you from work with CRD) (Applicants need not disclose information pertaining to sealed or expunged conviction records)

If yes, give date, place, and nature of conviction(s): _____

Are there any restrictions on the hours you are able to work? ___ Yes ___ No

If yes, please explain:

EDUCATIONAL HISTORY

Type of School	Name and Address of School	Dates Attended	Graduated Yes/No	Type of Degree, Diploma or Certificate	Major/Minor Field of Study
College/University					
High School					
Business/Technical					
Other Education or Training					

Academic Achievements or Activities: Please list academic honors, scholarships, or fellowships, memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant.

List current professional licenses, registration, and professional organizations or affiliates, if any.

EMPLOYMENT EXPERIENCE

Please list your job history for the last six years (or last four employers), whichever list covers a longer period of time. This information must be completed, even if a resume is provided.

Company Name	Date Started	Date Left	Starting Position
Address	Full Time	Part Time	Last Position
Phone #	Starting Salary \$	Final Salary \$	Describe Major Duties:
Reason for Leaving:			
Name of Supervisor, Title and Phone #:			

	Date Started	Date Left	Starting Position
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Phone #	Starting Salary \$	Final Salary \$	Describe Major Duties:
Reason for Leaving:			
Name of Supervisor, Title and Phone #:			

Do you have any objections to our contacting your present employer to verify the above?

No, you may contact anytime

Do not contact now. You may contact at a later date.

(Please specify, e.g. after acceptance of offer or specific date)

Have you ever been dismissed or been forced to resign from employment? Yes No

If yes, please explain:

PROFESSIONAL OR PERSONAL REFERENCES

Name	Years Known	Occupation	Complete Address	Telephone
Name	Years Known	Occupation	Complete Address	Telephone
Name	Years Known	Occupation	Complete Address	Telephone

Are any of your professional references associated with your current employer?

If yes, do you have any objection to our contacting that individual whose name you gave?

No, you may contact anytime.

Do not contact now. You may contact at a later date. _____

(Please specify, e.g. after acceptance of offer or a specific date, if appropriate.)

OTHER RELEVANT INFORMATION

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, etc.

PLEASE READ THE FOLLOWING AGREEMENT AND SIGN WHERE APPROPRIATE

I understand that under Maryland Law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.00.

I have read and understand the above statement. _____
Applicant Signature

_____ Date _____ Applicant Printed Name

Equal Employment Opportunity

CR Dynamics and Associates does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, disability, veteran status or on any other basis protected by law. If needed, reasonable accommodations for the hiring process will be made.

AUTHORIZATION AND RELEASE

The information that I have provided is accurate to the best of my knowledge and subject to validation by CR Dynamics and Associates. I understand and agree that any misrepresentation or omission of a fact in my application may be justification for not being hired or, if hired, termination of any employment with CR Dynamics and Associates.

I understand that an offer of employment and my continued employment with CR Dynamics and Associates are contingent upon satisfactory proof of my authorization to work in the United States. 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 CR Dynamics and Associates for either employment or the providing of any benefit. No promises of continued employment have been made to me, and I understand that no such promise or guarantee is binding upon CR Dynamics and Associates unless made in writing. I understand that my employment is terminable at-will, and that either I or my employer may terminate my employment at any time, with or without, cause, for any or no reason, and that I am not being employed for a specific term.

I understand that business needs at time make conditions such as the following mandatory: overtime, shift work, and rotating schedules. I understand and accept these conditions of my employment.

I understand that under CR Dynamics and Associates policy and applicable law, applicants will not be asked to take a lie detector or polygraph test.

I authorize a thorough investigation of my education background, past employment and activities that may relate in any way to my potential fitness for employment with CR Dynamics and Associates.

I authorize schools and prior employers to provide any information they have concerning me to CR Dynamics and Associates, and I hereby hold harmless CR Dynamics and Associates and all those providing information from any liability that may arise out of or result from the provision or use of such information.

I understand that I may be required to take and pass a drug test as a condition of being hired at a CR Dynamics location.

I have read and understand the above statement. _____ Date

Applicant Signature

Applicant Printed Name

VOLUNTARY SELF-IDENTIFICATION FORM

The purpose of this form is to comply with government record keeping and reporting. Your voluntary completion of this form is appreciated.

As an employer, we comply with government regulations and affirmative action responsibilities. In order to help us comply with government record keeping, reporting, and other legal requirements, we request the following information. There are no penalties if you decide not to participate. **Completion of this form is strictly VOLUNTARY on your part and will not preclude you from employment consideration. This form will be kept in a confidential file separate from your application for employment.**

Name	Position Title	Gender _____ Male _____ Female
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Race/Ethnic Identification (check one):

_____ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

_____ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

_____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guan, Samoa, or other Pacific Islands.

_____ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races. W=White (not Hispanic or Latino)

Employee Signature

Date

Print Name