|  |  |
| --- | --- |
| ***Employment*** ***Application*** | **Clearview Counseling Services, Inc.** |

|  |
| --- |
| Applicant Information |
| Last Name |  | First |  | M.I. | Date |  |
| Street Address |  | Apartment/Unit # |  |
| City |  | State |  | ZIP |  |
| Phone |  | E-mail Address |  |
| Date Available |  |  |  | Desired Salary |  |
| Position Applied for |  |
| Are you a citizen of the United States? | YES [ ]  | NO [ ]  | If no, are you authorized to work in the U.S.? | YES [ ]  | NO [ ]  |
| Have you ever worked for this company? | YES [ ]  | NO [ ]  | If so, when? |  |
| Have you ever been convicted of a felony? | YES [ ]  | NO [ ]  | If yes, explain |  |
|  |
| Education |
| High School |  | Address |  |
| From |  | To |  | Did you graduate? | YES [ ]  | NO [ ]  | Degree |  |
| College |  | Address |  |
| From |  | To |  | Did you graduate? | YES [ ]  | NO [ ]  | Degree |  |
| Other |  | Address |  |
| From |  | To |  | Did you graduate? | YES [ ]  | NO [ ]  | Degree |  |
|  |
| professional References |
| Please list three professional references. |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Address |  |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Address |  |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Address |  |

|  |
| --- |
| Employment history (LIST 3: CURRENT AND MOST RECENT EMPLOYERS) |
| Company |  | Phone |  |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| From |  | To |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO [ ]  |  |
| Company |  | Phone |  |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| From |  | To |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO [ ]  |  |
| Company |  | Phone |  |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| From |  | To |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO [ ]  |  |
|  |
| Military Service |
| Branch |  | From |  | To |  |
| Rank at Discharge |  | Type of Discharge |  |
| If other than honorable, explain |  |
|  |
| Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature |  | Date |  |

Clearview Counseling Services, Inc. is an Equal Opportunity Employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs are available to all qualified persons.

|  |  |
| --- | --- |
|  | Clearview Counseling Services, Inc. |

## Equal Employment Opportunity Form

|  |
| --- |
| Applicant Information |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  |  |
|  | Last | First | M.I. |
| Address: |  |  |  |
|  | Street Address |  | Apartment/Unit # |
|  |  |  |  |
|  | City | State | ZIP Code |
| Home Phone: | ( ) | Social Security Number: |  |

|  |  |
| --- | --- |
| Position Applied for: |  |
|  |  |

 |
| Voluntary Information |
| This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company. |
| Racial or Ethnic Group |
|

|  |  |  |
| --- | --- | --- |
|[ ]  American Indian/Alaskan |[ ]  Asian/Pacific Islander |[ ]  Black/African American |
|[ ]  Hispanic/Latino |[ ]  White/Caucasian |[ ]  Other |

 |
| Gender |
|

|  |  |  |
| --- | --- | --- |
|[ ]  Female |[ ]  Male |  |

 |
| Military Service |
|

|  |  |  |
| --- | --- | --- |
|[ ]  Pre-Vietnam Era |[ ]  Vietnam Era |  |
|[ ]  Post-Vietnam Era |[ ]  Disabled Veteran |  |

 |
| How did you hear about this position? |
|

|  |  |  |
| --- | --- | --- |
|[ ]  Newspaper |[ ]  Company Employee |[ ]  Professional Publication |
|[ ]  Job Fair |[ ]  Placement Office |[ ]  Website |
|[ ]  Other  |  |  |  |  |

 |