



# APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with The CLM Group, Inc. Your skills, abilities, experience and education will be considered in a non-discriminatory manner for vacancies in the specific job you indicate. Selection will be made on the basis of job-related qualifications.

All information provided by you is regarded as confidential and is, together with all attached papers and documentation, considered the property of The CLM Group, Inc. **Please complete all application materials accurately in order for your qualifications to be adequately considered.** The CLM Group, Inc. is an equal Opportunity Employer.

**Please Print or Type**

PERSONAL			
Last Name:	First:	Initial:	Social Security #:
Other Name(s) Used:			Home Telephone #: ( )
Address:			Business or Message #: ( )
Position Applied For:	Referred By:		Salary Desired:
Have you ever interviewed with the Company or its affiliates before? Yes No		If yes, list date(s), job title(s) & locations(s):	
Have you ever been employed by the Company or its affiliates before? Yes No		If yes, list date(s), job title(s) & locations(s):	
Do you have any relatives employed by the Company or its affiliates before? Yes No		If yes, list date(s), job title(s) & locations(s):	
Are you at least 18 years old? Yes No		If under 18, do you have a work permit?	

EDUCATION					
Check Highest Grade Completed:	High School	9	10	11	12
	College, Trade or Business	1	2	3	4
	Graduate Studies				
School	Address	Major Studies	Degree, Diploma, License or Certificate		
High School:					
College/University:					
Vocational, Business, Other:					
List any Professional Designations					
Other Special Knowledge, Skills or Qualifications:					

*For Clerical Applicants Only:*

Do you type? Yes No	If yes, WPM:
Computer Skills (Hardware/Software):	

# EMPLOYMENT HISTORY

List below your employment history, beginning with your **most recent employer**. Account for all periods of time, including any periods of unemployment and the reasons for them. If required, please use additional sheets of paper to complete your history. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

May we contact your current employer?	Yes	No	If yes, initial here:
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Employer Name:
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Employed From: / /	Employed Until: / /
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Street/PO Box:	Phone:	Job Title:	Ending Salary:
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City:	State:	Zip:
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Supervisor – Name/Title:	Reason for Leaving:
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Duties & Responsibilities:
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Employer Name:
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Employed From: / /	Employed Until: / /
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Street/PO Box:	Phone:	Job Title:	Ending Salary:
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City:	State:	Zip:
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Supervisor – Name/Title:	Reason for Leaving:
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Duties & Responsibilities:
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Employer Name:
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Employed From: / /	Employed Until: / /
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Street/PO Box:	Phone:	Job Title:	Ending Salary:
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City:	State:	Zip:
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Supervisor – Name/Title:	Reason for Leaving:
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Duties & Responsibilities:
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Employer Name:
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Employed From: / /	Employed Until: / /
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Street/PO Box:	Phone:	Job Title:	Ending Salary:
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City:	State:	Zip:
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Supervisor – Name/Title:	Reason for Leaving:
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Duties & Responsibilities:
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## REFERENCES

Please list five references not related to you who can provide relevant information regarding your work habits and work history.

Name	Phone	Address	Fax Number	Relationship

## GENERAL

Yes

No

If hired, will you be able to work overtime?

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? (A "yes" response does not automatically disqualify your application.)

## CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Company to obtain any credit and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date