



Application for Employment

C & R Inc.
1107 S. Logan
Moscow, ID 83843
(208) 882-8040
(208) 882-9050 (fax)

C & R Inc.
119 New 6th St Suite 102c
Lewiston, ID 83501
(208) 746-7387
(208) 798-3307 (fax)

Personal Information:

Name (Last, First, Middle Initial)

Social Security #

Present Address

City

State

Zip Code

Permanent Address

City

State

Zip Code

Phone Number:

Cell Number:

e-mail address:

Are you at least 18 years old? _____

Have you ever been convicted of a felony? _____

If so, please give brief explanation.

Have you ever been involved in a child or adult protection case? _____

Do you have any physical limitations that would prevent you from performing the essential job functions which may include repeated lifting, bending or standing for two hours at a time? _____

If yes, please explain:

How did you hear about us?

Are you a U.S. citizen? _____ If not, are you eligible to work in U.S.? _____

Do you have reliable transportation? _____

Are you interested in full-time or part-time employment? _____

What hours are you able to work? _____

Education:

Grammar School	Location	# years attended
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High School	Location
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# years attended	High School Diploma?
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College	Location
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# years attended	Did you graduate?
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Subjects studied at the College level

Employment History

Please list your last 3 employers, starting with the most recent, the dates you were employed, your supervisor's name, title, and phone number, your position, and a brief summary of what you liked the most about your position and what you liked the least. (please use additional paper if needed)

1.

May we contact this employer? _____

2.

3.

Personal Reference (please list 3 persons NOT related to you whom you have known at least 1 year):

Name	Address	Phone
# of years known: _____		

Name	Address	Phone
# of years known _____		

Name	Address	Phone
# of years known _____		

Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application may be grounds for termination. I authorize investigation of all statements contained herein and the references and employers listed to give you any and all information they may have, personal or otherwise, and release the company from all liability for any damage that occur from the use of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time , or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant State and Federal laws.”

Signature _____ Date _____

Please answer, in your own words, the following questions. (Use additional paper if needed)

1. Please give us some information about yourself. (Your personality, strengths and weaknesses , etc.)
2. Why have you applied for this position?
3. Please give a brief summary on your views of persons with disabilities.
4. What are your views on working with people who may have a different value system, different morals, and/or different religious beliefs?
5. What do you believe makes a good supervisor?
6. What do you believe makes a bad supervisor?

For Office Use Only

Reference Checks (Person checking references— you are required to talk to two former employers and one personal reference)

Reference Check 1:

Potential Employee: _____

Date: _____

Work site: _____

Former Supervisor/Title: _____

Position Held: _____

Work Habits: (poor, fair, average, good, excellent)

How did he/she get along with supervisors and co-workers?
(poor, fair, average, good, excellent)

Did he/she give 2 weeks notice? Yes _____ No _____

Is the person re-hirable? Yes _____ No _____

Reference Check 2:

Potential Employee: _____

Date: _____

Work site: _____

Former Supervisor/Title: _____

Position Held: _____

Work Habits: (poor, fair, average, good, excellent)

How did he/she get along with supervisors and co-workers?
(poor, fair, average, good, excellent)

Did he/she give 2 weeks notice? Yes _____ No _____

Is the person re-hirable? Yes _____ No _____

Personal Reference:

Personal Reference Name: _____

Place of Work/Title: _____

How long have you known this person? _____

In what capacity? _____

Anything that would make him/her unsuitable for this position? Yes _____ No _____

Reference check done by _____

Interviewed by _____ Date _____

Remarks _____

Hired? _____ Date _____ By _____

Position _____ Start Date _____

Salary/Wage _____ Per (month or hour) _____