



We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

PERSONAL

Name (last, first, middle) _____

Current Address _____

City _____ State _____ Zip _____

Social Security Number _____ Are you over 18 years old? Yes No

Home Phone (_____) _____ Business Phone (_____) _____

Driver's License Number _____ State _____

Who referred you? _____

List all names that you have used during the last (7) years (including married, maiden and aliases)

Please Print

Name (last, first, middle) _____ Dates Used (mo/yr) from _____ to _____

Maiden (last, first, middle) _____ Dates Used (mo/yr) from _____ to _____

Current and Previous Address(es) - last (7) years. Use extra page if necessary.

Street _____ From _____

City _____ State _____ County _____ To _____

Street _____ From _____

City _____ State _____ County _____ To _____

Street _____ From _____

City _____ State _____ County _____ To _____

Street _____ From _____

City _____ State _____ County _____ To _____

Street _____ From _____

City _____ State _____ County _____ To _____

AVAILABILITY

Check the types of work you will accept

- Permanent full-time
- Permanent part-time
- Work involving travel
- Shift or split shift work
- Temporary full-time
- Temporary part-time
- Any of the preceding

Are you currently available for work? Yes No, please indicate earliest date available for work.
(mo/day/yr)_____

Please indicate the position applying for:_____

Salary Desired _____

Are you legally eligible for employment in the United States? Yes No

(If offered employment, you will be required to provide documentation to eligibility.)

Have you ever been employed by CastleBranch? Yes No

If so, please state the dates of employment and reason for leaving.

Start Date _____ End Date _____ Reason for Leaving _____

Have you ever been **convicted** of a crime other than a minor traffic violation? Yes No

(A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job which you are applying.)

If "Yes", explain:

EDUCATION VERIFICATION

Please provide all schooling, as well as training which you believe qualifies you for the position you are seeking.

HIGH SCHOOL

Name:	Diploma: <input type="radio"/> Yes <input type="radio"/> No
Number of Years Completed: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	G.E.D.: <input type="radio"/> Yes <input type="radio"/> No
City:	State:

COLLEGE

Name:	Degrees Earned:
Number of Years Completed: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	Major:
City:	State:

VOCATIONAL SCHOOL

Name:	Degrees Earned:
Number of Years Completed: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	Major:
City:	State:

OTHER TRAINING OR DEGREES

Name:	Degree or Certified Earned:
Course:	
City:	State:

SKILLS

Office:	<input type="radio"/> Data Entry	<input type="radio"/> Excel	<input type="radio"/> Power Point
Typing: wpm	<input type="radio"/> CRM	<input type="radio"/> MAS	
Word Processing:	<input type="radio"/> WordPerfect	<input type="radio"/> MSWord	<input type="radio"/> Other:
Other Software Skills:			

EMPLOYMENT VERIFICATION

Applicant: Please read carefully.

It is VERY important to provide accurate information below to avoid any delays.

1. List all employment within the past 7 years. List most recent employer first, including U.S. Military Service.
 2. Corporate or HR phone numbers are required for employers. If there is no corporate number, only list professional contacts for employment verifications. If you worked for a Staffing Agency that placed you at a company, please list the name of the agency that you were employed with.
- Please check here if you have not been employed within the past 7 years.

MOST RECENT EMPLOYER

Full Company Name: <i>(Do not abbreviate)</i>		May we contact? <input type="radio"/> Yes <input type="radio"/> No
City:		State:
Phone: ()	Supervisor:	
Dates of Employment (Mo/Yr)	From: To:	
Salary:	Position:	Department:
Duties:	<input type="radio"/> Full-time <input type="radio"/> Part-time	
Reason for Leaving:	Number of Hours:	

EMPLOYER #2

Full Company Name: <i>(Do not abbreviate)</i>		
City:		State:
Phone: ()	Supervisor:	
Dates of Employment (Mo/Yr)	From: To:	
Salary:	Position:	Department:
Duties:	<input type="radio"/> Full-time <input type="radio"/> Part-time	
Reason for Leaving:	Number of Hours:	

EMPLOYER #3

Full Company Name: <i>(Do not abbreviate)</i>		
City:		State:
Phone: ()	Supervisor:	
Dates of Employment (Mo/Yr)	From: To:	
Salary:	Position:	Department:
Duties:	<input type="radio"/> Full-time <input type="radio"/> Part-time	
Reason for Leaving:	Number of Hours:	

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? Yes No

If "Yes", explain: _____

REFERENCES

PROFESSIONAL REFERENCES

Name:	Phone: ()
City:	State:
Relationship to Applicant:	

Name:	Phone: ()
City:	State:
Relationship to Applicant:	

Name:	Phone: ()
City:	State:
Relationship to Applicant:	

PERSONAL REFERENCES

Name:	Phone: ()
City:	State:
Relationship to Applicant:	

Name:	Phone: ()
City:	State:
Relationship to Applicant:	

Name:	Phone: ()
City:	State:
Relationship to Applicant:	

This company is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the company or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.

A new application and resume are required for all other and future positions.

NOTIFICATION AND RELEASE

The information contained in my application for employment with Castle Branch, Inc. is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or any related documents which is deemed material by Castle Branch, Inc. in its discretion shall result in Castle Branch, Inc. not employing me or, if employed, terminating my employment. I understand that Castle Branch, Inc. is an "at will" employer, which means that if I am chosen for employment, I may be terminated with or without cause at any time without notice. I understand and agree that all information furnished in my application and all attachments may be verified by Castle Branch, Inc., or its authorized representative.

Signature of Applicant: _____ Date: _____

(unsigned application will not be processed)