

APPLICATION FOR EMPLOYMENT



COMPREHENSIVE
Speech & Therapy Center

1001 LAURENCE AVE STE E • JACKSON, MICHIGAN • 517-750-4777

Comprehensive Speech & Therapy Center is an Equal Opportunity Employer

This application will be considered active for 60 days. If you have not been hired within 60 days of submitting this application and you wish to be considered for employment, you must complete a new application.

PERSONAL INFORMATION

Name

First

Middle

Last

Have you ever worked or attended school under another name? _____ If yes, under what name? _____

Present Address

Street

City

State

Zip

Permanent Address

Street

State

Zip

Phone No.

Are you 18 years or older? Yes _____ No _____

Are you legally authorized to work in the United States? Yes _____ No _____

Describe any U.S. Military Service, including branch, rank, nature and date of discharge:

Are you presently in the United States armed forces, active or reserve? If so, identify unit and any service obligations.

Have you ever been convicted of a crime or are you presently charged with a felony? If so, where and when, and explain circumstances.

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary desired _____

Preferred employment type: full-time _____ part-time _____ temporary/seasonal _____ Desired shift: _____

Applicants for part time work, please insert times on each day you would be available for work (the Company retains the right to schedule employees' work hours and alter schedules at will):

Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Sun: _____

Applicants for temporary work, for what period of time are you available to work? From: _____ to: _____

Are you currently employed? Yes _____ No _____ If so, may we inquire of your present employer? Yes _____ No _____

Have you ever applied to CSTC before? Yes _____ No _____ When? _____

Have you ever worked for CSTC before? Yes _____ No _____ When? _____

Relatives employed by CSTC? Yes _____ No _____ If yes, who? _____

Do you have any activities, commitments or responsibilities (for example, school, other employment, etc.) that might interfere with your ability to work full time, including overtime, in the position for which you are applying? If so, identify and explain. _____

If employed here, do you expect to work on any other job? Yes _____ No _____

If yes, give nature of work and amount of time it requires. _____

FORMER EMPLOYMENT

List below last three employers, starting with the most recent.

Date (Month & Year)	Name and Address of Employer	Salary	Position	Reason for Leaving
(from) (to)				
(from) (to)				
(from) (to)				

Describe fully the nature of the work in your present (or most recent) job. _____

Which of your jobs did you like best? _____
Why? _____

Please account for any gaps in employment within the last 10 years: _____

During the past 10 years, have you ever been discharged, suspended, or asked to resign from a position? Yes _____ No _____
If yes, please explain. _____

What special skills or knowledge do you have that will aid you in qualifying for employment? _____

EDUCATION

	NAME/LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR OTHER SCHOOL				

List any subjects of Special Study or Research Work _____

List any certifications/licenses you possess, including the effective date and expiration _____

REFERENCES

Give the names of three persons, not related to you, whom you have known at least one year.

Name	Phone Number	Business	Years Acquainted	Email

