

# 4CS OF PASSAIC COUNTY, INC.

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Last First Initial

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

EDUCATION HISTORY	Name & Location	Graduated Yes/No Type of Diploma/Degree
High School		
College/University		
Other		

EMPLOYMENT HISTORY	
Employer	Supervisor's Name
Address	Employed From To
City/State/Zip	Responsibilities
Telephone	
Job Title	
Salary	Reason for Leaving
Employer	Supervisor's Name
Address	Employed From To
City/State/Zip	Responsibilities
Telephone	
Job Title	
Salary	Reason for Leaving
Employer	Supervisor's Name
Address	Employed From To
City/State/Zip	Responsibilities
Telephone	
Job Title	
Salary	Reason for Leaving

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PERSONAL REFERENCES (other than relatives)			
	Name	Occupation	Address & Telephone No.
1			
2			
3			

SKILLS		
<input type="checkbox"/> Typing WPM _____	<input type="checkbox"/> Microsoft Office Word _____ version	<input type="checkbox"/> Windows _____ version
<input type="checkbox"/> Microsoft Office Excel _____ version	<input type="checkbox"/> Outlook _____ version	<input type="checkbox"/> Other Computer Programs _____

Please use this space to describe any skills, training, hobbies, etc. which may contribute to your ability to perform this position.

Do you possess a valid driver's license? Yes\_\_\_\_No\_\_\_\_

Are you proficient in any language(s) other than English? Yes\_\_\_\_No\_\_\_\_

Speak\_\_\_\_\_Read\_\_\_\_\_Write\_\_\_\_\_

Do you know someone who is employed with 4CS of Passaic County, Inc.? Yes\_\_\_\_No\_\_\_\_

If you answered yes: Name of Employee\_\_\_\_\_

**Note: It is policy of the Company not to hire an employee's family members and/or relatives and/or any type of familial relationships.**

Have you ever been convicted of a crime? Yes\_\_\_\_No\_\_\_\_

If yes, please explain\_\_\_\_\_

**Note: You must disclose criminal conviction before and during employment. Your application will not necessarily be denied on the basis of this information.**

<b>Hours Available:</b>	<b>Salary Expected:</b>
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The information provided on this application is accurate to the best of my knowledge and subject to verification by this company. I understand I must truthfully answer all questions on this application. I also understand that if I do not, I may be refused employment, or separated if I am a current company employee.

If employment results from this application, I understand that additional personal data may be required. I authorize all previous employers to furnish this company with any information they may have regarding employment and my reason for leaving, and I release my prior employers and this company from all liability for damage resulting from the information provided.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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