



COMPREHENSIVE CONNECTIONS  
 16338 N IL HWY 37. MT VERNON IL 62864  
 PHONE# 242-1542 Ext. 225 Fax# 242-6392

**EMPLOYMENT APPLICATION**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Job Interest: \_\_\_\_\_ Are you over the age of 18?  Yes  No

Hrs available to work: \_\_\_\_\_ Days available to work: M T W TH F SA SU

Have you ever pled guilty to or been convicted of any criminal offense other than a minor traffic violation  Yes  No

Do you have reliable transportation to work?  Yes  No Salary requirements \_\_\_\_\_

How did you become interested in working at Comprehensive Connections?

**EDUCATION:**

**High School:** \_\_\_\_\_ Location: \_\_\_\_\_

Attended from \_\_\_\_\_ to \_\_\_\_\_ Graduated: \_\_\_\_\_

**College:** \_\_\_\_\_ Location: \_\_\_\_\_

Attended from \_\_\_\_\_ to \_\_\_\_\_ Graduated: \_\_\_\_\_

Degree earned: \_\_\_\_\_ Major/minor: \_\_\_\_\_

**College:** \_\_\_\_\_ Location: \_\_\_\_\_

Attended from \_\_\_\_\_ to \_\_\_\_\_ Graduated: \_\_\_\_\_

Degree earned: \_\_\_\_\_ Major/minor: \_\_\_\_\_

Other schools or on-the-job training: \_\_\_\_\_

**EMPLOYMENT HISTORY: LIST LAST 3 EMPLOYERS**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**EMPLOYMENT HISTORY CONTINUED:****Employer:**

Address:

Phone #:

Dates of employment:

Supervisor Name: Can we contact  Yes  No

Job Title:

Duties:

Reason for Leaving:

**Employer:**

Address:

Phone #:

Dates of employment:

Supervisor Name: Can we contact  Yes  No

Job Title:

Duties:

Reason for Leaving:

**REFERENCES:** (List three references who are not relatives)

Name:

Address:

Telephone:

Occupation:

Name:

Address:

Telephone:

Occupation:

Name:

Address:

Telephone:

Occupation:

**CERTIFICATION****PLEASE READ CAREFULLY BEFORE SIGNING**

A. I certify that the information contained in this application is true, complete and correct to the best of my knowledge, and understand that for any false or misleading statements or omissions, whenever discovered regarding this application, are grounds for disqualification from further consideration or for dismissal from employment.

B. I consent to and authorize JCCS to make a full and complete investigation of my employment history and authorize any current employer, former employers and/or persons to provide JCCS with any information of any sort they may have regarding me. I release JCCS and all providers of any information from any liability as a result of furnishing and receiving this information.

C. I understand that any offer of employment from JCCS may be a conditional offer subject to a criminal conviction record check to the extent permitted and/or required by state and/or federal law. I understand, acknowledge, and agree that JCCS may inquire about and consider my criminal conviction record (if any) preceding the date of the offer of employment, and that my conditional offer of employment shall be withdrawn if I have a criminal conviction record that bears a rational relationship to the duties and responsibilities of the position in question. The applicant is not required to reveal sealed or expunged records of conviction or arrest.

*Authorization/Signature of Applicant:**Date:*

# Affirmative Action Form

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex:  Male  Female

Race/ethnicity:

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

Veteran:  Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad
- Employee referral
- Recruiter
- Other
- Tech school/college placement
- Temporary service