



EMPLOYMENT APPLICATION

Community and Family Resources (CFR) is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Applicants selected for employment with CFR will also be hired simultaneously by Aureon HR. as the co-employer. CFR is the employer for the purposes of managing the day to day operations of the company and the employees. This includes responsibility for the scheduling of work, safety and the direction of the individual employees in their positions. Aureon HR is the co-employer for managing and taking responsibility for the administrative portion of employment such as benefits, payroll and worker compensation insurance.

PERSONAL

Last Name	First	Middle Initial	Telephone #
Other Name(s) Used			E-Mail Address
Address	City	State	Zip
			Business or Message # ()
Were you referred by a CFR company employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who? _____			
Have you ever interviewed or been employed with the Company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list date(s), job title(s) & location(s) _____			
If hired, can you provide proof that you are legally permitted to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Position for which application is being made: (Be specific)			
Availability to work: (Check all applicable) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/> Nights			
Date available: _____		Expected compensation: _____	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION

Circle Highest Grade Completed: High School 9 10 11 12
College, Trade or Business 1 2 3 4
Graduate Studies _____

School	Address	Major Studies	Degree, Diploma, License or Certificate & Month & Year completed
High School			
College/University			
Other (Voc. Business)			
Other Special Knowledge, Skills or Qualifications			

EMPLOYMENT HISTORY

List employments for the last seven years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
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Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer: Reason:

PROFESSIONAL REFERENCES

Name	Phone	Relationship	Years Known	Email Address

ADDITIONAL INFORMATION

List memberships in professional and civic organizations, special accomplishments, awards, etc. (Exclude those which may disclose your race, color, religion, age or national origin)

CERTIFICATION & AUTHORIZATION

By signing below I verify that the information that I provide on this application and in any interview is true, and complete. I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize CFR to contact and obtain information about me from previous employers, educational institutions and “references” I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. I also authorize the Company to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

This application is not an employment agreement. If I accept an offer of employment I understand I may resign at any time, and the employer may terminate my employment at any time with or without cause and without prior notice, unless required by law.

I understand that if hired, I’m entering into a co-employment relationship whereas CFR is my worksite and directing employer and Aureon HR is my administrative employer. I agree that the health and welfare benefit plans offered in my co-employment package are those of Aureon HR and are the only benefit plans in which I’m eligible to participate. I further agree that I will not be eligible for other benefits (if any) offered to other non co-employees of Aureon HR now or in the future.

This application for employment will be considered active for a period of one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I fully understand and accept all terms and conditions in the above statement.

Signature

Date