

APPLICATION FOR EMPLOYMENT

Community Counseling Solutions is an Equal Employment Opportunity Employer. We do not use personal information in our hiring process and are dedicated to hiring the person who is best suited for our jobs without any knowledge or consideration to any individual's membership in any protected class.

Any personal information found on this application or any supporting documentation will not be considered and may be removed upon discovery.

Applications received by Community Counseling Solutions will only remain on file for one year from the date of receipt, at which time they will be destroyed. If you still wish to be considered for employment after these dates, you will need to fill out a new application.

DATE: _____

POSITION APPLIED FOR: _____

DATE YOU CAN START: _____

Name: _____
 Last First Middle

Other Names Used: _____

Mailing Address: _____
 City State Zip

Telephone # _____ Message # _____

Are you legally able to work in the United States? Yes _____ No _____
(Proof will be required upon hire)

Have you ever been terminated from a position or subjected to disciplinary action as the result of a HIPAA violation? Yes _____ No _____

PREVIOUS WORK EXPERIENCE List below your last five employers - starting with the most recent

(1) Employer Name _____ Date Hired _____ To _____
 Address _____
 Supervisor Name _____ Telephone # _____
 Position Held _____ Wages \$ _____
 Length of Time at Current Position _____
 Previous positions held with this employer _____
 Duties: _____

 Reason for Leaving? _____

May we contact this employer? () YES () NO

(2) Employer Name _____ Date Hired _____ To _____
 Address _____
 Supervisor Name _____ Telephone # _____
 Position Held _____ Wages \$ _____
 Length of Time at Current Position _____
 Previous positions held with this employer _____
 Duties: _____

 Reason for Leaving? _____

May we contact this employer? () YES () NO

(3) Employer Name _____ Date Hired _____ To _____
Address _____
Supervisor Name _____ Telephone # _____
Position Held _____ Wages \$ _____
Length of Time at Current Position _____
Previous positions held with this employer _____
Duties: _____

Reason for Leaving? _____

May we contact this employer? () YES () NO

(4) Employer Name _____ Date Hired _____ To _____
Address _____
Supervisor Name _____ Telephone # _____
Position Held _____ Wages \$ _____
Length of Time at Current Position _____
Previous positions held with this employer _____
Duties: _____

Reason for Leaving? _____

May we contact this employer? () YES () NO

(5) Employer Name _____ Date Hired _____ To _____
Address _____ Length of Employment _____
Supervisor Name _____ Telephone # _____
Position Held _____ Wages \$ _____
Length of Time at Current Position _____
Previous positions held with this employer _____
Duties: _____

Reason for Leaving? _____

May we contact this employer? () YES () NO

Other skills, education, and/or training that is directly related to the position you are applying for: (i.e. trade school, on-the-job training programs, college degrees, volunteer experience, certificates, licenses, math courses, chemistry, physics, etc.) _____

If you are applying for any position that requires driving please fill out this section

Do you have a valid OR Drivers License? ()Yes ()No If yes, give license # _____

How many reportable accidents have you had in the past 5 years? _____

How many moving violations have you had in the past 5 years? _____

Have you ever been convicted of a crime? _____

NOTE: If you are selected for an interview, you may be required to bring a copy of your driving record that is no more than 2 weeks old.

I certify that all information given on this application and any supporting information is true and complete and I authorize a complete investigation. I agree that, if hired, I may be discharged if Community Counseling Solutions at any time learns of any falsification or material omission in the information I have provided and if discovered prior to hire, I would be ineligible for consideration not only for this position but future positions as well. I authorize Community Counseling Solutions to contact all former and current employer references listed and all educational institutions. All references are authorized to release to Community Counseling Solutions all information requested which they might have about me. I hereby release all references and Community Counseling Solutions from any liability which might be claimed because of information provided by such references.

I agree that, if hired, I will follow all Agency policies, rules, procedures and all other directions. I understand I may terminate my employment at any time and for any reason without prior notice. I agree that if I am hired, I will be employed at the will of Community Counseling Solutions and my employment can be terminated at any time, with or without notice, and for any reason sufficient in the judgment of Community Counseling Solutions to justify termination.

I understand Community Counseling Solutions is committed to promoting safety and high standards of employee performance, productivity and reliability. In order to achieve this, finalists for certain positions may be subjected to a drug test prior to being hired to assure that the applicant does not currently have narcotics, sedatives, stimulants, and/or other controlled substances and/or mood-altering substances in their body. I understand if I have any such substance in my body at the time of the drug test, Community Counseling Solutions will not hire me. I further understand that as a term and condition of employment with Community Counseling Solutions my supervisor, or any other manager, may require a drug test if they have a reasonable suspicion that I am under the influence of any substance that might result in harm to myself or to others or impair my ability to perform the functions of my position. I further agree to undergo a physical examination, at Community Counseling Solutions's expense, at any time Community Counseling Solutions makes such a request.

I further understand that if I am selected as a finalist for any position with Community Counseling Solutions, I will be required to pass a Criminal History Check. (NOTE: You will not be automatically excluded from consideration if you have been convicted of a crime. Your suitability for the position sought will be evaluated based upon the totality of circumstances, such as: the nature of the crime, how recent the conviction, the type of work involved, etc.)

I understand Community Counseling Solutions reserves the right to add to, change and/or delete their policies, procedures, work rules and benefits at any time and that no one in Community Counseling Solutions has the authority to enter into any agreement, for any particular period of time, or contrary to the above terms, unless that agreement is set forth in writing and signed by Board of Directors.

Applicant Signature

Date

Social Security #

NOTE: NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.