



## Employment Application

**PERSONAL DATA** (Please print and complete all sections. If you need additional space, please attached an additional sheet.)

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle  
 Present Address \_\_\_\_\_  
Street City State Zip  
 Permanent Address \_\_\_\_\_  
Street City State Zip  
 Contact \_\_\_\_\_  
Home Phone Other Phone Email Address  
 SS # \_\_\_\_\_ Are you authorized to work in the United States?\*  Yes  No  
 Are you at least 18 years old?  Yes  No Have you ever applied to Channel Source Direct before?  Yes  No  
 Please list all other names that you use now, or have used \_\_\_\_\_  
 List any relative(s) employed by us \_\_\_\_\_  
 Have you even been convicted of a crime?  Yes  No If "Yes", please explain \_\_\_\_\_

*\*Federal law prohibits the employment of unauthorized aliens. All person hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment separation.*

**EMPLOYMENT DESIRED**

Position(s) you wish to be considered for \_\_\_\_\_  
 Lowest pay you will accept \$ \_\_\_\_\_ hr / annual Date you can start \_\_\_\_\_  
**AVAILABILITY\***  Full-time  Part-time – # of hours per week \_\_\_\_\_  Temporary  Seasonal

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	ALL DAYS
<b>MORNING</b>								
<b>AFTERNOON</b>								
<b>EVENING</b>								
<b>NIGHT</b>								

\*Attempts will be made to accommodate your desired work schedule.

**EDUCATION**

	Name & Address	Major/Degree Graduate?		Name & Address	Major/Degree Graduate?
<b>High School</b>				<b>Graduate School</b>	
		Yes or No			
<b>Business or Technical</b>				<b>US Military Education</b>	
		Yes or No			
<b>College or University</b>				<b>Other</b>	
		Yes or No			

Subjects of special study or research \_\_\_\_\_  
 Honors Received \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

(Give complete employment records beginning with last / present employer first.)

Name of Employer	Position Held	From month / year	To month / year	Immediate Supervisor / Manager	Reason for Leaving	Salary
		/	/	Name: Tel:		
		/	/	Name: Tel:		
		/	/	Name: Tel:		

May we contact any of your listed or former employers for reference purposes at this time?  Yes  No

Other than English, what languages do you speak (S), read (R) &/or write (w) \_\_\_\_\_

**PROFESSIONAL REFERENCES**

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

Name	Address	Telephone(s)	Relationship	Years Acquainted

How did you hear about us?  Publication\*  Education\*  Agency\*  Other\*  
 CSD Associate\* \*Provide specific source/name \_\_\_\_\_

**ACKNOWLEDGEMENTS**

In connection with my application for employment and as a condition of continuing employment, Channel Source Direct, Inc. ("CSD"), has my permission to contact / investigate all references, schools, former employers, criminal convictions, motor vehicle and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reason for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and relates all parties involved from liability and responsibility for doing so. I here consent to obtaining the above information by CSD and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form. I acknowledge the answers to questions and the information in this application and any referenced attachments are true and accurate to the best of my knowledge and belief.

If employed by Channel Source Direct:

- I will observe CSD's policies and guidelines relating to confidentiality, proprietary information, and all other aspects of professional conduct.
- I understand that CSD and I mutually expect that I shall have a successful career with CSD, but I further understand that neither an offer of employment nor employment itself, nor any of CSD's policies or procedures, carry any guarantee of employment for any length of time, and that my employment, compensation, and benefits are at will and can be terminated, with or without cause or notice at any time, at the option of CSD or myself. Such terms are not subject to modification except by written agreement entered into and signed agreement with the President of CSD.
- I understand that misrepresentation, falsification or omission of information for employment by CSD, may result in revoking any offer of employment, or in the event that I am employed, may result in termination of my employment for cause.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CSD is an equal opportunity employer. We are dedicated to a policy of non-discrimination of employment on any basis including race, creed, color, age, sex, religion, national origin, disability, marital status, sexual orientation, affectional preference, citizenship or veteran status.**