

**Use the following information to answer the next 8 questions**



**—Application for Employment—**

**Please fill out this application using black or blue ink. Please do not use pencil. Complete the entire application, leaving blank only sections that do not apply to you. When leaving an item blank, please write "N/A" in the blank. Upon completion of this application, please return it to the Human Resources office. All applications are kept on file in the Human Resources office for one year.**

**PERSONAL INFORMATION**

**Social Security Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Street Address:**

\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Home Phone:** (    ) \_\_\_\_ - \_\_\_\_ **E-Mail:** \_\_\_\_\_

**Have you ever applied for employment with us?**

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_ **If yes, when?:** \_\_\_\_\_

**POSITION DESIRED**

**Title:** \_\_\_\_\_

**Desired Salary:** \$ \_\_\_\_\_

## EDUCATION

### High School:

City: \_\_\_\_\_ State: \_\_\_\_\_

College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ # of Years

Completed: \_\_\_\_\_

Did You Graduate? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Degree: \_\_\_\_\_

## WORK ELIGIBILITY

Are you eligible to work in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

When will you be available to begin work? \_\_\_\_/\_\_\_\_ (Month/Year)

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? \* Yes: \_\_\_\_ No: \_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Do you have other special training or skills  
(additional spoken or written languages, computer software knowledge,  
machine operation experience, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

\* Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

## EMPLOYMENT HISTORY

**Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable. If you need more room, please use the ADDITIONAL HISTORY page.**

**—Position #1—**

**Company Name:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Phone Number:** (    ) \_\_\_\_\_ - \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_

**Employed From:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Salary:** \_\_\_\_\_

**Describe your work:**

**May we contact this employer? Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**If not, why not?**

**Reason for leaving:** \_\_\_\_\_

**EMPLOYMENT HISTORY (Continued)**

**—Position #2—**

**Company Name:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Phone Number:** (    ) \_\_\_\_\_ - \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_

**Employed From:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Salary:** \_\_\_\_\_

**Describe your work:**

**May we contact this employer? Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**If not, why not?**

**Reason for  
leaving:**\_\_\_\_\_

### CONDITIONS OF EMPLOYMENT

Corporate Partners of America sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with CPA, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel comfortable, including:

- \* Being friendly, courteous, positive, and enthusiastic (a smile never hurt anyone)
- \* Being honest, dedicated, and respectful
- \* Completing ALL necessary training requirements
- \* Expediting customers' transactions/requests quickly and professionally
- \* Following ALL company policies and procedures
- \* Meeting standards of work quality and quantity
- \* Maintaining a professional appearance that complies with company dress policy

### AGREEMENT OF THE TRANSFER OF INFORMATION

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance-abuse screening test as part of the Company's pre-employment policy. I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that CPA retains the same rights. No CPA representative has the authority to make any contrary agreement.

I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and/or civil liabilities.

**Signature:**

**Date:**\_\_\_\_\_

**Printed Name:**

10.4a

**1. The "Conditions of Employment" section states that job applicants must be —**

- A** prepared to travel for the company.
- B** willing to make customers feel comfortable.
- C** ready to participate in team-planning meetings.
- D** comfortable speaking to groups of fellow employees.

10.4a

**2. According to information in the "Work Eligibility" section, conviction of a crime will —**

- A** disqualify applicants from the hiring process.
- B** be considered in connection with the requirements of the position.
- C** require applicants to submit court paperwork along with the application.
- D** automatically qualify applicants for a hearing prior to hiring.

11.4b

**3. What should applicants do if they have more than two previous employers?**

- A** write the rest of their work history on the back of the "Employment History" page
- B** attach a piece of paper containing their full work history
- C** have previous employers contact Corporate Partners of America
- D** use the "Additional History" page

10.4a

**4. According to the application, "immediate termination of employment" may result if applicants —**

- A** knowingly falsify information on the application.
- B** have ever been convicted of a crime.
- C** forget to include a previous employer.
- D** look for another job while employed by Corporate Partners of America.

9.4f

**5. When filling out the application, applicants may use all of the following EXCEPT —**

- A** a typewriter.
- B** blue ink.
- C** black ink.
- D** pencil.

9.4d

**6. Which question is not answered in the “Agreement of the Transfer of Information” section?**

- A** Will I have to take a substance-abuse screening test?
- B** When can I terminate my employment?
- C** When will I be eligible for the benefits package?
- D** Will I have to take a lie detector test?

9.4d

**7. Which question is not answered in the instructions at the beginning of the application?**

- A** What should I use to fill out this application?
- B** What should I do if I need to leave spaces blank?
- C** Where should I send the completed application?
- D** Who should I contact if I have any questions?

9.4e

**8. The word turpitude in the section “Work Eligibility” means —**

- A** corrupt behavior.
- B** bad attitude.
- C** lying.
- D** training.