

# CFTT Application for Employment

Federal, state and local laws and regulations prohibit discrimination on the basis of race, color, religion, national origin, ancestry, sex, disability status, veteran's status, and age. The Community Foundation for the Twin Tiers is an equal opportunity employer.

PLEASE PRINT

Name: \_\_\_\_\_  
Last First Middle

## A. POSITION DESIRED

1. List the position for which you are applying:

First Choice: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Second Choice: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

2. Are you available to work (circle your choice)

Full Time Part Time Full Time & Part Time

If you are applying for Part Time employment, state the days and hours you are available to work:

\_\_\_\_\_

3. Date would you be available to begin work? \_\_\_\_\_

4. Are you available for occasional night meetings? \_\_\_\_ Yes \_\_\_\_ No

5. Are you available to work additional hours, if necessary? \_\_\_\_ Yes \_\_\_\_ No

6. Have you previously applied to work at the CFTT (circle your choice)? Yes No  
If yes, list the date(s) of your previous application(s):

\_\_\_\_\_

## B. PERSONAL INFORMATION

1. Social Security Number: \_\_\_\_\_

2. Address: \_\_\_\_\_

Street

Apt. No./PO Box

City

State

Zip

3. Telephone Number(s): \_\_\_\_\_

4. Are you at least 18 years of age? (circle your choice) \_\_\_\_ Yes \_\_\_\_ No

5. Are you legally entitled to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

If hired, you will be required to provide documentation of your legal right to work in the United States.

6. Are you able to perform the essential functions of the position for which you are applying? (Please note: Essential job functions should be described.) \_\_\_\_ Yes \_\_\_\_ No

If No, describe the essential functions of the position which you are unable to perform.

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7. Have you ever been convicted of or pled guilty to a felony or misdemeanor? \_\_\_\_ Yes \_\_\_\_ No  
If yes, describe in full, including the nature of the crime and when and where convicted:

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### C. EXPERIENCE AND EDUCATIONAL BACKGROUND

1. State the training, experience, education, or any other facts which particularly qualify you for the position(s) sought, including capabilities on any job-related business machines or personal computers:

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2. Employment Record  
Describe your employment history, starting with you present or most recent employer. Please complete this section, even if attaching a resumé.

<b>Dates From/To</b>	<b>Name and Address Of Employer</b>	<b>Position</b>	<b>Rate Start/End</b>	<b>Reason for Leaving</b>	<b>Supervisor</b>

If necessary, use the addition space on the back of this sheet)

List employers which we may not contact and explain why:

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3. Education Record

Type of School	Name and Address	How Many Years Attended	Graduated (yes/no)	Course, Major or Degree
High School				
College				
Post-Graduate				
Business/Trade				

Job-Related Special Courses, Honors, Activities, etc., of which you believe we should be aware:

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4. Service Record

Have you ever served in the armed forces?  Yes  No

If Yes, which branch? \_\_\_\_\_

Rank at discharge: \_\_\_\_\_

State your duties in the armed forces (include special training and duty station) and how they would or might contribute to your performance of the job(s) sought:

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5. If the position for which you are applying requires a bond, state whether you have ever been bonded:  Yes  No

If you have been bonded, list the jobs for which you were bonded:

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If you have ever been refused a bond, please describe in full:

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D. REFERENCES

1. List any relative(s) who work for the CFTT:

_____	_____	_____
_____	_____	_____

2. List any CFTT employees (other than relatives whom you know):

_____	_____	_____
_____	_____	_____

- List individuals (other than former employers and relatives ) who have known you at least two (2) years and whom we may contact:

Name and Occupation	Address	Telephone Number
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____

**E. PLEASE READ CAREFULLY BEFORE SIGNING**

My signature below indicates that I have read, I understand and I agree to the following:

- The information provided by me in this employment application is true and complete. If I am hired, the discovery of false information provided or relevant information omitted – no matter when discovered – will result in the termination of my employment.
- I authorize the CFTT to make whatever inquiries it considers necessary of any person or organization which is not a consumer reporting agency to verify any information provided in this application to determine any job-related qualifications and abilities.
- In exchange for the CFTT’s agreement to receive, process, and consider my application for employment, I release the CFTT and all person, schools and organizations contacted by the CFTT from all claims or causes of action arising out of the CFTT’s verification of the information provided in this application and/or its determination of my job-related qualification and abilities.
- As part of the CFTT’s procedure for processing employment applications, a job-related investigation and/or a report may b made by a consumer reporting agency. Information may be obtained through interviews with third parties, friends, neighbors or others who know me. This inquiry may include information concerning my character, work habits – including reasons for past terminations from employment – general reputation, person characteristics and mode of living, to the extent they bear on my ability to perform the essential functions of the job(s) sought by me. I authorize the CFTT to conduct such an investigation and/or have such a report made. Under the federal Fair Credit Report Act, I know I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure by the Company of the nature and scope of the investigation requested. If this application for employment is denied either wholly or partly because of information contained in a consumer report from a consumer reporting agency, I know that the CFTT will so advise me and supply me with the name and address of the consumer reporting agency making the report.
- My application will apply only to currently available openings, and I must file other applications in the future to the extent that I seek employment in the future from the CFTT.
- If the CFTT offers me employment, it may be contingent upon my completion of a medical examination to the satisfaction of the CFTT. I consent to under go that medical examination, which will include test and procedures considered by the CFTT to be helpful in evaluating my suitability for employment including, without limitation, blood tests, urinalysis, and x-rays.

7. Except as otherwise provided by a signed agreement covering my employment, if hired, my employment at the CFTT is “at will” and would continue for only as long as I or the company wish it to continue. Either I or the CFTT may terminate my employment at any time for any or no reason except as otherwise provided by law or signed agreement. To be effective, any modification of the “at will” arrangement must be in writing and signed by me and an authorized representative of the CFTT.
  
8. **[Note: the extend and finality of court and jury right waiver are unsettled, so the wisdom of the following language is subject to significant debate both legally and practically. Please consult counsel before considering this provision.]** Because of the delay and expense that result from the use of federal and state court system, the CFTT and I agree to submit to confidential and binding arbitration all controversies concerning consideration of my hiring, and, if hired, my compensation, employment, or termination of employment, rather than use such court (including jury) proceedings. In any such arbitration, the applicable American Arbitration Association rules will govern the procedure and the Federal Arbitration Act the substance of such employment-related controversies. The arbitrator selected will be from an eleven person panel of arbitrators, with each to be experienced in employment matters and a member of the National Academy of Arbitrators, and will have authority to award damages – including attorneys’ fees and arbitration costs – and other relief consistent with applicable law.

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Applicant’s Signature

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Date