



298 Porter Road Rock Hill, SC 29730  
 Main #: (803) 324-8101 Fax #: (803) 324-8187  
 www.ctrinc.org

## EMPLOYMENT / JOB APPLICATION

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

### PERSONAL INFORMATION

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

Address: \_\_\_\_\_  
   Street Address  Apt/Suite

\_\_\_\_\_

  City  State  Zip Code

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security Number (SSN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Pay: \$ \_\_\_\_\_

Position Applied For: \_\_\_\_\_

### EMPLOYMENT ELIGIBILITY

Are you legally eligible to work in the U.S.?  YES  NO

Are you over the age of 18?  YES  NO

Have you ever worked for this employer?  YES  NO

\*If yes, write the start and end dates: \_\_\_\_\_

Have you ever been convicted of a crime?  YES  NO

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

How did you hear about us?  Advertisement  Company's website

Employment Agency  Employee: \_\_\_\_\_

School  Other: \_\_\_\_\_

## EDUCATION

High school: \_\_\_\_\_ City / State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Graduate?  YES  NO Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_

Graduate?  YES  NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ City / State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Degree/Certification: \_\_\_\_\_

Other: \_\_\_\_\_ City / State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Degree/Certification: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

**Employer 1:** \_\_\_\_\_  
Company / Individual

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apt/Suite

City

State

Zip Code

Starting Pay: \$ \_\_\_\_\_  Hourly  Salary Ending Pay: \$ \_\_\_\_\_  Hourly  Salary

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**Employer 2:** \_\_\_\_\_

Company / Individual

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

Apt/Suite

City

State

Zip Code

Starting Pay: \$ \_\_\_\_\_  Hourly  Salary Ending Pay: \$ \_\_\_\_\_  Hourly  Salary

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**Employer 3:** \_\_\_\_\_

Company / Individual

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

Apt/Suite

City

State

Zip Code

Starting Pay: \$ \_\_\_\_\_  Hourly  Salary Ending Pay: \$ \_\_\_\_\_  Hourly  Salary

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**REFERENCES**  
(PROFESSIONAL ONLY)

**Full Name:** \_\_\_\_\_ Relationship: \_\_\_\_\_

First

Last

Company: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Full Name:** \_\_\_\_\_ Relationship: \_\_\_\_\_

First

Last

Company: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_



**BACKGROUND CHECK / PRE-EMPLOYMENT DRUG SCREENING CONSENT**

Applicants for employment will be required to undergo pre-employment drug screening at the facility of CTR's choosing and a pre-employment background check.

If asked, are you willing to consent to a background check?  YES  NO

If asked, are you willing to consent to a pre-employment drug screening?  YES  NO

**DISCLAIMER**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. We will give this application every consideration. However, in accepting it, CTR makes no commitment of employment to the applicant.

This application will remain active for 180 days.

**We are an at-will employer, meaning that either the employer or the employee may end the employment relationship at any time and for any or no reason.**

I hereby affirm that the information provided on this application is true and complete. I also understand that any omission or misrepresentation of information provided may result in my rejection or termination from employment.

I authorize CTR to contact and obtain information from all references listed and release any employers or persons listed from liability for any damages from furnishing such information.

In the event of my employment with CTR, I will comply with all of the rules and policies of the employer. I understand that if I am employed, my employment will be at will for no set period and that my employment may be terminated for any reason at any time by either me or CTR.

This certifies that I have read and fully understand the above statement.

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

**Print Name** \_\_\_\_\_

