

Education

Name and Location of High School Attended: _____

Did you graduate? Yes No Did you receive a diploma or GED? Yes No

Name of College/University Attended: _____

Did you graduate? Yes No

Other Education or Training: _____

Did you graduate? Yes No

Explanation of any of the above: _____

Experience (Please check all that apply)

10 Key by Touch Yes No

Computer Experience Yes No

Microsoft Word Yes No

Microsoft Excel Yes No

Cash Register Yes No

Customer Service Yes No

QuickBooks Yes No

Bookkeeping Software Yes No

Explanation of checked items above: _____

Certification and Agreement (Read carefully and sign.)

I certify that all information given on this application and accompanying documents is true and correct. My signature below authorizes Combined Consumers SUD to make investigations of background and past employment. My signature indicates my awareness that false statements or failures to disclose certain information may be sufficient to disqualify me for employment, or, if employed, may be grounds for my immediate dismissal. This application will be active for up to 30 days.

I understand that neither this form nor statements by representatives of Combined Consumers SUD constitutes an employment contract. I further understand that completing this form does not indicate there is a position open and does not obligate Combined Consumers SUD to hire. If hired, I agree to abide by all Combined Consumers SUD work rules, policies and procedures. Combined Consumers SUD retains the right to revise its policies or procedures, in whole or in part, at any time.

I understand if I am considered for employment I agree to submit verification of education completion with copy of diploma or GED certificate and to a driver's license and insurance verification. **I understand that a drug test and background check must be performed before employment begins with Combined Consumers SUD.**

Date: _____

Signature: _____