

C.U.E., Inc.

6/2004 revision

EMPLOYMENT APPLICATION

C.U.E., Inc. is an Equal Opportunity Employer. We adhere to the laws and to the principles of fair employment practices in all of our terms and conditions of employment for employees and qualified applicants. We do not discriminate on the basis of age, race, sex, color, national origin, religion, disability, veteran status. We do not allow harassment of any type, including sexual harassment.

This application will be given consideration for appropriate available positions as long as the applicant is qualified to perform the essential duties of the open position. Our receipt of the application does not in any way imply that the applicant will be employed. We are an at will employer.

Please complete the application fully and honestly. No action will be taken on applications that are incomplete and we will not consider applicants for any position if the information is not accurate and honest. We will terminate the employment of anyone who is employed if we subsequently find the application information was inaccurate or dishonest.

PERSONAL INFORMATION

Name _____			Date _____
Last name _____	First name _____	Middle initial _____	
Address _____			Phone Number _____
Street _____	City _____	State _____	Zip code _____
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give reason, dates, status: _____			Social Security Number _____
Are you a citizen or do you have a legal right to be employed in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is your visa and status? _____			
Position applied for and when available _____			Have you applied to C.U.E. before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Applying for _____		Date available _____	If yes, when _____
If applying for a position requiring use of C.U.E. vehicles: _____			Applying for: <input type="checkbox"/> Full time <input type="checkbox"/> Part time _____
Drivers license _____			Specific shift _____
License number _____	Date issued _____	Expiration date _____	

EDUCATION AND TRAINING BACKGROUND

Elementary school name and location	Dates attended and level achieved	Diploma, Degree, Certificate awarded:	Major and minor subjects
Name _____	From _____ To _____	_____	_____
City _____ State _____	Highest level achieved _____	_____	_____
High school name and location	Dates attended and level achieved	Diploma, Degree, Certificate awarded:	Major and minor subjects
Name _____	From _____ To _____	_____	_____
City _____ State _____	Highest level achieved _____	_____	_____

Trade, vocation school name and location _____ Name _____ City State	Dates attended and level achieved _____ From To _____ Highest level achieved	Diploma, Degree, Certificate awarded: _____ _____	Major and minor subjects _____ _____ _____
College or university name and location _____ Name _____ City State	Dates attended and level achieved _____ From To _____ Highest level achieved	Diploma, Degree, Certificate awarded: _____ _____	Major and minor subjects _____ _____ _____

Specialized training, education, credit and non-credit education (give topics, school or education provider, dates and certificate or recognition received):

EMPLOYMENT, MILITARY AND VOLUNTEER BACKGROUND

Current or Most Recent employer _____ Company name _____ City State	Dates employed _____ From _____ To	Wage or salary _____ Starting _____ Ending	Titles _____ Most recent title _____ Prior title
Supervisor name and / or title _____	May we contact the supervisor?: ____ Yes ____ No	If yes, contact information _____ Phone number	

Reason for leaving (please be specific)

Duties

Prior employer _____ Company name _____ City State	Dates employed _____ From _____ To	Wage or salary _____ Starting _____ Ending	Titles _____ Most recent title _____ Prior title
Supervisor name and / or title _____	May we contact the supervisor?: ____ Yes ____ No	If yes, contact information _____ Phone number	

Reason for leaving (please be specific)

Duties

<i>Prior employer</i>	<i>Dates employed</i>	<i>Wage or salary</i>	<i>Titles</i>
<i>Company name</i>	<i>From</i>	<i>Starting</i>	<i>Most recent title</i>
<i>City</i> <i>State</i>	<i>To</i>	<i>Ending</i>	<i>Prior title</i>
<i>Supervisor name and / or title</i>	<i>May we contact the supervisor?:</i> _____ Yes _____ No	<i>If yes, contact information</i> <i>Phone number</i>	

Reason for leaving (please be specific)

Duties

<i>Prior employer</i>	<i>Dates employed</i>	<i>Wage or salary</i>	<i>Titles</i>
<i>Company name</i>	<i>From</i>	<i>Starting</i>	<i>Most recent title</i>
<i>City</i> <i>State</i>	<i>To</i>	<i>Ending</i>	<i>Prior title</i>
<i>Supervisor name and / or title</i>	<i>May we contact the supervisor?:</i> _____ Yes _____ No	<i>If yes, contact information</i> <i>Phone number</i>	

Reason for leaving (please be specific)

Duties

Military experience.

Dates of service _____ Branch of service _____

Skills, training and positions _____

Volunteer experience or activities. Do not give any information that could reveal protected class status (age, race, sex, religion, national origin, disability, veteran), unless you believe the information strongly supports your qualifications and you give it voluntarily. We do not discriminate based on protected class status. Volunteer activity is often a good complement to work history. Please also give any leadership roles if you choose to respond.

REFERENCES

Please list 3 references we may check who are not related to you.

Name _____	Address _____ City State	Phone number _____	Relationship and length of time _____
Name _____	Address _____ City State	Phone number _____	Relationship and length of time _____
Name _____	Address _____ City State	Phone number _____	Relationship and length of time _____

Please read the following information before you sign, date and submit this Application. Your signature attests that you have read and understood the information and that you agree to what is stated.

1. The information in this Application is true and complete to the best of my knowledge. Falsification of information is reason to not hire an individual and reason for immediate termination of any employee.
2. Any offer of employment by C.U.E., Inc. may be withdrawn and any acceptance by myself may be withdrawn. I understand that C.U.E. Inc. is an at-will employer.
3. All offers of employment are conditional until successful passage of a drug and alcohol screen and pre-employment physical and any other job-related required pre-employment testing or verification. Driver's licenses will be verified for driving positions or where company vehicles are used. Employees also sign and agree to abide by privacy, patent, confidentiality and in some cases, non-competition policies.
4. I authorize C.U.E., Inc. to verify any and all information contained in this Application without any legal liability. C.U.E., Inc. abides by privacy regulations but has a definite need-to-know for this information.
5. Essential duties of some positions require being on call, being available to work different shifts, being able to work weekends, overtime or split shifts, certain capabilities (i.e. visual acuity and color perception, communication and language abilities for sales and customers, physical capability to handle arduous positions, physical ability to operate company vehicles, and similar capabilities), etc Where physical or mental limitations exist in applicants, C.U.E., Inc. recognizes the need to discuss reasonable accommodations for otherwise qualified applicants.
6. We are a private employer operating to serve our customers. We are ISO certified for high quality and we emphasize and practice benchmark safety and health. We also strive to be a best practices employer for our staff. We seek and employ candidates who meet or exceed our needs and standards.
7. I have read and understood these statements and have completed the Application fully and honestly.

Signature _____
Date

Applications are generally active for 90 days (unless re-activated) but may be retained for one year.

C.U.E., Inc.; 11 Leonberg Road; Cranberry Township, PA 16066; 724-772-5225; fax – 724-772-5280
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