



Application for Employment / Internship

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Instructions to Applicant:

Fill out completely online, or print and fill out with ink. Please be accurate in completing the form as falsification or misinformation is justification for removal from service. Please print or type.

Position Applying For:		Date:
Have you previously filed an application with CHARISM? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Date:	If part-time/seasonal, date range available:	
Name (Last, First Middle):		
Present Address (Number and Street, City, State, Zip Code)		Home Phone
Previous Address (Number and Street, City, State, Zip Code)		Cell Phone
Email Address		
How did you hear about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Online/Facebook <input type="checkbox"/> College/Professor <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Job Service <input type="checkbox"/> Other		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony, other crime of dishonesty or breach of trust, or damage to the person or property of others? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide dates and explanation. Conviction does not automatically exclude you from consideration for employment and you will be given the opportunity to explain any convictions.		

Education

School	Name, City, and State of School	Course of Study	Diploma/Degree (Specify Major)
High School			
Trade/Technical School			
College/University			
Graduate School			
Other/Additional			

Current Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide State, Number and Class:
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List Professional, Trade, Educational, Business or Civic Activities/Offices Held. You may exclude membership which would reveal gender, race, color, religion, national origin, age, ancestry, disability or other protected status.
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Military Experience (Do not include ROTC)

Branch of Service:	Dates:
Occupational Specialization:	



Employment/Volunteer Experience

Please begin with your most recent job. Please include military or volunteer experience that relates to the position for which you are applying. You may exclude organizations which indicate gender, race, color, religion, national origin, age, ancestry, disability or other protected status.

Employer:	Work Performed/Duties:
Job Title(s):	
Dates employed:	
Address:	
Telephone Number(s):	
Reason for Leaving:	

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Job Title(s):	
Dates employed:	
Address:	
Telephone Number(s):	
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Summarize any relevant skills and qualification acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

Professional References

Name	Title/Affiliation	Phone Number	Relationship (e.g., professor)

"I hereby authorize CHARISM to make a thorough investigation of all statements contained in this application, my past employment, education, and other activities. I release from all liability all persons, companies, and corporations supplying such information as may be necessary in arriving at an employment decision. I indemnify CHARISM against any liability which might result from making such investigations. I also agree that if any misrepresentations have been made by me herein or the results of that investigation are not satisfactory for any reason, any offer of employment made to me by CHARISM may be terminated immediately without any obligation of liability to me other than for payment, at the rate agreed upon, for services actually rendered if I have begun work for CHARISM.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures or handbooks that I might receive is intended to create an employment contract between CHARISM and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise of guarantee is binding, and I understand that I have the right to terminate my employment at any time, for any reason, and CHARISM retains a similar right regarding the discontinuation of my employment."

I hereby acknowledge that I have read the above statement and understand it.