



## Application for Employment

Application fields are editable in Google Chrome and Internet Explorer browsers. Fill out application and after completed save to your computer and email to [cindyperritt@cassityjones.com](mailto:cindyperritt@cassityjones.com) or fax to (903) 759-1406.

**Note:** Cassity Jones Companies is an equal opportunity employer. The Civil Rights Act of 1964 and State and Local laws prohibit discrimination on the basis of race, color, religion, sex, national origin or veteran status. In addition, State and Local laws prohibit discrimination on the basis of disability and the Age Discrimination in Employment Act of 1978, and some State and Local laws prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is our policy to comply fully with these Acts, and information requested on this application will not be used for any purpose prohibited by law.

## PERSONAL DATA

Last Name	First Name	Middle Name	Social Security Number
Present Address	City	State/Zip	Telephone
Previous Address	City	State/Zip	Telephone

Have you previously applied with this company?      Yes \_\_\_\_\_ No \_\_\_\_\_      If so, when: \_\_\_\_\_

Were you referred by a current employee?      Yes \_\_\_\_\_ No \_\_\_\_\_      If so, who: \_\_\_\_\_

Date available for employment: \_\_\_\_\_      Salary Expected: \_\_\_\_\_

Position applying for / Type of work desired: \_\_\_\_\_

Professional and or Civic Organizations which have a direct bearing upon your qualification of the job which you are seeking.

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Have you ever been convicted of a felony?    Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain fully on a separate sheet of paper. Conviction of a crime is not an automatic bar to employment - all circumstances will be considered.

## REFERENCES

Name and Occupation	Complete Mailing Address	Telephone
		(    )
		(    )
		(    )

## EMPLOYMENT HISTORY

(Begin with most recent and include in sequence full-time, part-time jobs and military service.)

Present Employer				Address			
Employment Dates		Hourly Rate/Salary		Reason for Leaving:		May we contact? Y / N	
From	To	Starting	Final			Telephone:	
MM/YR	MM/YR						
Job Title:				Supervisor's Name and Title:			
Responsibilities:							
May we contact you during business hours? Yes ___ No ___							

Previous Employer				Address			
Employment Dates		Hourly Rate/Salary		Reason for Leaving:		May we contact? Y / N	
From	To	Starting	Final			Telephone:	
MM/YR	MM/YR						
Job Title:				Supervisor's Name and Title:			
Responsibilities:							
May we contact you during business hours? Yes ___ No ___							

Previous Employer				Address			
Employment Dates		Hourly Rate/Salary		Reason for Leaving:		May we contact? Y / N	
From	To	Starting	Final			Telephone:	
MM/YR	MM/YR						
Job Title:				Supervisor's Name and Title:			
Responsibilities:							
May we contact you during business hours? Yes ___ No ___							

Previous Employer				Address			
Employment Dates		Hourly Rate/Salary		Reason for Leaving:		May we contact? Y / N	
From	To	Starting	Final			Telephone:	
MM/YR	MM/YR						
Job Title:				Supervisor's Name and Title:			
Responsibilities:							
May we contact you during business hours? Yes ___ No ___							

## EDUCATION

Schools	Names and Locations	Hours	Graduate		Major Course	Degree
			Yes	No		
High School/GED						
Vocational/Technical						
College*						
Professional Certified License						

\* If no degree, give total credit hours

## MILITARY

Military Service, Reserve, National Guard

Rank: \_\_\_\_\_

Duties performed which have a direct bearing upon your qualification for the job which you are seeking:

## ADDITIONAL INFORMATION

Please give any additional information which may more fully describe your interests and qualifications which have a direct bearing on the job you are seeking. This space may also be used to continue answers to items on the preceding pages. Use additional sheets of paper if necessary.

Are you prevented from lawfully becoming employed in the United States because of visa or immigration status? Yes \_\_\_\_\_ No \_\_\_\_\_

## APPLICANT AGREEMENT

I certify that I have read and understand this employment application, and that the information provided by me in this application is correct and complete to the best of my knowledge. Any misinformation or omission with reference to the information furnished will be a basis for disqualification or termination following employment.

I understand that no offer or promise of employment has been made. I understand and agree that, if hired, my employment is at the will of employer and employee, for no specified duration, and may be terminated at any time with or without cause or notice. If hired, I agree to abide by all the rules and policies of the employer.

I understand that if offered a position with employer, I may be required to submit to a pre-employment physical, drug screening and background check as a condition of my employment.

I authorize any and all schools, employers, references, courts and any others who have pertinent information about me to provide such information to the employer. I release all parties involved from all liability for any damages due to furnishing such information. I further authorize an investigation into my credit standing in connection with my employment application under the provisions of the Federal Fair Credit Reporting Act.

Signature: \_\_\_\_\_

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

**Once completed email to [cindyperritt@cassityjones.com](mailto:cindyperritt@cassityjones.com)**