



APPLICATION FOR EMPLOYMENT



1430 Wilkins Circle Casper, WY 82601



307-237-9583



WWW.CWCC.US

Position(s) Applied For:	Date of Application:
How did you learn about us? <input type="checkbox"/> Advertisement Friend Walk-In <input type="checkbox"/> Employment Agency Relative Other: _____	
Last Name:	First Name, M.I.:
Address: <i>Street</i> <i>City, State</i> <i>Zip Code</i>	
Telephone Number:	Email:

Are you 21 years old or above?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had any relation to CWCC? If yes, give date Please specify type of relation:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
On what date are you available for work?		
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary		
Have you ever been charged and/or convicted of a felony or Driving Under the Influence (DUI)? If yes, please explain:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been charged and/or convicted of child abuse/neglect? If yes, please explain:	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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Education and Training			
	High School	Undergraduate College/University	Graduate Professional
School Name and Location			
Years Completed	n/a		
Diploma/Degree			
Describe Course of Study			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities	
Describe any honors you have received	
Any additional information you feel may be helpful in consideration of your application	

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business, or civic activities and offices held.
 You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

Have you ever had any job-related training in the United States military? Yes No

If yes, please describe:

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No



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Employment Experience				
Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Phone #(s)		Hourly/Rate Salary		
		Starting	Final	
Title:	Supervisor:			
Reason for Leaving:				
Employment Experience				
Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Phone #(s)		Hourly/Rate Salary		
		Starting	Final	
Title:	Supervisor:			
Reason for Leaving:				
Professional References				
Name	Title	Phone #	Email	

Please also attach your cover letter or resume to the back of this application.



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Applicant's Statement and Release of Information

In exchange for the consideration of my job application by Central Wyoming Counseling Center (Hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Central Wyoming Counseling Center or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Chief Executive Officer of the Company. Both the undersigned and Central Wyoming Counseling Center may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of 60 days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of Applicant:	Date:
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WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Central Wyoming Counseling Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.