

# CEP, INC.

## Application for Employment

Date \_\_\_\_\_

Remains in effect for a period of 90 days. Any candidate wishing to be considered for employment beyond this time must re-apply.

### Personal Data

(Please Print)

Last Name		First Name		Middle Initial			
Address		City		State		Zip Code	
Telephone(s)		Home ( )		Work ( )		E-mail:	
How did you learn about us?		Walk-In		Other:			
		Advertisement					
		Friend					
		Employee					

### Type of Work Desired

Position Applied For: _____	
Acceptable Beginning Salary: _____	
Job Location (check one)	
____ Ashland ____ Grantsburg ____ Hayward ____ Ladysmith ____ Medford ____ Park Falls ____ Phillips ____ Spooner ____ Superior	

### General Information

- Are you available to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary
- On what date would you be available for work \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Can you furnish proof of your legal right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Proof of citizenship or immigration status will be required upon employment, along with an I-9 form
- If under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Have you been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Conviction may not necessarily disqualify an applicant from employment

If yes, please explain: \_\_\_\_\_

**Educational Data**

	High School				College or University				Trade School/Other
School Name									
School Location									
Years Completed	9	10	11	12	1	2	3	4	
Diploma/Degree (yes,no)									
Major/Minor									
Grade Point Average									
Describe any academic honors received									
Describe any specialized training, apprenticeship, co-op, and skills									

**Military Data**

Branch of Service: \_\_\_\_\_ Dates of Service: (start) \_\_\_\_\_ (end) \_\_\_\_\_

Have you every had any job related training in the United States Military? \_\_\_\_ Yes \_\_\_\_ No

If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Skills & Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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Is there anything that would prevent you from performing the essential functions of the job as set forth in the job description?

\_\_\_\_ Yes \_\_\_\_ No If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

**Honor and Activities**

Please list all honors, civic, social, and professional activities during your school and professional careers. You may omit those that indicate race, color, religion, age, sex, national origin, marital status, physical disability, or veteran status.

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## Employment Data Record

Employees are treated during employment without regard to race, color, religion, age, sex, national origin, marital, or veteran status, medical condition or disability, or any other legally protected status.

The purpose for the Employment Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the sex, ethnicity, disability, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of our Affirmative Action program. Although completion of this Employment Data Record is optional, your assistance in providing the information is appreciated.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

### ELECTION OF AFFIRMATIVE ACTION

Yes, I choose to be involved.

No, I do not choose to be involved

Signature of Applicant

Date

Position Applied For:

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Check one:  Male  Female

Check one of the following: (ethnic origin)

Asian/Pacific Islander

Native American

Hispanic

Caucasian

African American

Other

Regulations issued by the U.S. Department of Labor with respect to handicapped individuals, disabled veterans, and Vietnam era veterans require that federal contractors provide a self-identification opportunity to applicants for employment. Such self-identification and any information provided by the applicant is submitted (a) on a voluntary basis, (b) on a confidential basis, (c) for use only in accordance with regulations, and (d) without subjecting the individual to adverse treatment. If you wish to be identified, please provide any information you wish to submit. If an applicant or employee so identifies himself or herself, the company shall seek the advice of the applicant or employee regarding proper placement and appropriate accommodation.

### ARE YOU HANDICAPPED?

No

Yes (Have a physical or mental impairment which substantially limits a major activity or have a history of such impairment)

### ARE YOU A DISABLED VETERAN?

No

Yes (Entitled to disability compensation under law administered by Veteran's Administration for disability rated 30% or more OR discharged/released from active duty for disability incurred or aggravated in the line of active duty)

### ARE YOU A VIETNAM ERA VETERAN?

No

Yes (Served in active duty for a period of more than 180 days, any part of which occurred between 8/5/64 and 5/7/75 and was discharged/released with other than dishonorable discharge or for a service-connected disability)

### ARE YOU A SPECIAL DISABLED VETERAN?

No

Yes (Discharged/released from active duty because of service-connected disability OR entitled to disability compensation [or who, but for receipt of military retired pay, would be entitled to disability compensation] for a disability (I) rated at 30% or more, or (II) rated at 10% or 20% and under 38 U.S.C 1506 has been determined to have a serious employment handicap)

## Equal Opportunity Statement

NWCEP, Inc. provide equal opportunity to all qualified persons, without regard to race, color, religion, age, sex, national origin, marital or veteran status, disability or other legally protected status.

## Certification and Agreement

As an applicant for employment with NWCEP, Inc.,

**I certify that all information given on this application and accompanying documentation is true and correct.**

**I understand that any misrepresentation or falsification of information or material omission will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at any later date.**

**If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by NWCEP, Inc. policies, practices, safety and health rules.**

**I understand that NWCEP, Inc. is an employer at will and that my employment is not guaranteed for any term and that my employment may be terminated by the Company or myself at any time for any reason. No management official is authorized to make any oral assurance or promise of continued employment.**

**I hereby give NWCEP, Inc. the right to make a thorough investigation of my past employment, education, and activities and release from all liability all persons, companies and corporations supplying such information. I indemnify NWCEP, Inc. against any liability that might result from making such investigation and acknowledge that the results of any investigation may be grounds for disqualifying me or terminating my employment.**

I have read and full understand the contents of the above Certification and Agreement section.  
I certify this application with the below signature. (typed or written)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### PERSONAL REFERENCES (Not relatives)

Name and Occupation	Address	Phone number