



**Concord Crossroads, LLC**

Certified Service Disabled Veteran Owned Business  
8(a) Certified Small Business

**APPLICATION FOR EMPLOYMENT**

**Concord Crossroads, LLC (C3R) is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to sex, race, color, creed, national origin, age, religion, sexual orientation, veteran status or disability. We assure you that your opportunity for employment with C3R depends solely on your qualifications.**

Position Sought: \_\_\_\_\_

How did you learn about the position? \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Social Security Number \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_ Desired Wage/Salary \$ \_\_\_\_\_

Employment desired  Full-Time Only  Part-Time Only  Full- or Part-Time

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction?

Yes  No

Have you ever been convicted of a crime?  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been involuntarily terminated or asked to resign from any position of employment?

Yes  No

If yes, please describe circumstances. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If selected for employment, are you willing to submit to a pre-employment drug screening test?

Yes  No

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major
High School				
College				
Graduate School				
Business/Trade School				
Special Honors				



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**COMPUTER SKILLS**

Check off those computer skills with which you are proficient (any version).

- PC User                       Macintosh User                       Windows                       Microsoft Word
  - Microsoft Access                       Microsoft Excel                       Microsoft Publisher                       Web Page Design/  
Maintenance
  - Other. Please List \_\_\_\_\_
- Typing WPM \_\_\_\_\_

**OTHER SPECIAL SKILLS**

Other training, certifications, or licenses held. \_\_\_\_\_

Please list other special skills you may have, e.g., fluency in other languages, special training required for the position for which you are applying, etc. \_\_\_\_\_

**MILITARY**

Have you ever been in the Armed Forces?  Yes  No

If yes what branch? \_\_\_\_\_

Are you now a member of the National Guard?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_

Please describe any special skills or training acquired while in the service.

**DRIVER'S LICENSE**

Do you have a driver's license?  Yes  No

Driver's License No. \_\_\_\_\_ State of Issue \_\_\_\_\_

Expiration Date \_\_\_\_\_



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### EMPLOYMENT HISTORY

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name..  
Attach additional sheets if necessary.

1. Employer \_\_\_\_\_  
Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_  
Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_  
Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_



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**EMPLOYMENT HISTORY**

4. Employer \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
 Duties Performed \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

5. Employer \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
 Duties Performed \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact your present employer?  Yes  No

**REFERENCES**

*Please list two references other than relatives.*

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____
Email _____	Email _____



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**ACKNOWLEDGMENT AND AUTHORIZATION**

*Please read carefully.*

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with C3R is of an “at will” nature, which means that the Employee may resign at any time and C3R may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date