

SIGN RECEIVED/DATE

CCRC, INC.
P.O. BOX 158
BRIMHALL, NM 87310
(505) 735-2261

THIS BOX FOR HR OFFICE USE ONLY

HR RECEIVED DATE: _____
 EAR COMPLETED: _____
 DL COMPLETED: _____
VERIFIED BY: _____

APPLICATION FOR EMPLOYMENT

All information on the application is required. If you have questions contact Human Resources at CCRC, Inc. at (505) 735-2006.

PERSONAL INFORMATION			
Last Name,	First Name	Middle Initial (Indicate None if no middle name)	
Street Address (Mailing Address)		Home Phone Number	
City, State, Zip Code		Cellphone Number	
Check One <input type="checkbox"/> Female <input type="checkbox"/> Male	Social Security Number	Are you willing to submit a Physical Examination? <input type="checkbox"/> Yes <input type="checkbox"/> No	
POSITION DESIRED			
Position applying for? (Please indicate one position only)			
What days and hours are you available to work?			
Do you have reliable transportation? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If hired, can you present evidence of proof of your legal right to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Do you have relatives working for CCRC, Inc.? <input type="checkbox"/> No <input type="checkbox"/> If Yes, please list below:			
Name(s)	Relationship	Department	
How did you hear about the job vacancy/Referred by:			
NAVAJO PREFERENCE			
CCRC, Inc. is an Equal Opportunity Employer and abides by The Navajo Preference Employment Act.			
Are you an enrolled member of the Navajo Nation? <input type="checkbox"/> No <input type="checkbox"/> Yes		Tribal Enrollment Number	
Chapter Affiliation:		Agency:	
MILITARY SERVICE RECORD			
Have you ever served in the Armed Forces? <input type="checkbox"/> No <input type="checkbox"/> Yes		Branch of Service	
Date of Military Service From _____ To _____		Type of Discharge	
ADDITIONAL INFORMATION			
Do you have a valid driver license (DL)? <input type="checkbox"/> No <input type="checkbox"/> Yes	Driver License Number	State Issued	Date DL Expires
Do you have any history of DWI/DUI convictions within the past five years? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Part of your work will require lifting in excess of 100lbs. Do you have any physical limitations that would prevent you from lifting as a work requirement?		<input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain below:	
What language do you speak? <input type="checkbox"/> English <input type="checkbox"/> Navajo <input type="checkbox"/> Other _____			

PROFESSIONAL REFERENCES

Provide three professional references of persons not directly related to you. (NO RELATIVES)

Name	Address (Must include City and State)	Phone Number	Relationship to You	Years Known

EDUCATION

School Name and Address		Years Completed	Year Graduated
High School		9 10 11 12	
College		1 2 3 4	
Technical		1 2	
Other			

List any other training you have received that would benefit you in the position you are applying for:

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EMPLOYMENT HISTORY (do not indicate see resume attached)

Employer's Name and Mailing Address	Dates Employed		Job Title
	From	To	Supervisor's Name
	Salary \$		
	Reason for Leaving		Telephone Number

Describe Duties and Responsibilities

Employer's Name and Mailing Address	Dates Employed		Job Title
	From	To	Supervisor's Name
	Salary \$		
	Reason for Leaving		Telephone Number

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	From	To	Supervisor's Name
	Salary \$		
	Reason for Leaving		Telephone Number

Describe Duties and Responsibilities

CERTIFICATION / VERIFICATION OF EMPLOYMENT

I hereby authorize the CCRC, Inc. to verify the information given in this application, if false, may result in this application not being accepted or, if employed by CCRC, Inc. may result in termination of employment.

I authorize CCRC, Inc. to verify my past/current employment, activities and background and agree to cooperate and release from all liability or responsibility all persons, entities, and corporation requesting or supply such information. This verification may also include a determination regarding whether I have a criminal record.

All persons and organizations are released from any liability whatsoever, as a result in any verification, criminal records check, inquiry, or investigate report made by or to CCRC, Inc. I hereby authorize Human Resources or designee, former employer, or law enforcement to furnish information concerning me, including but not limited to my character, general reputation, my personal characteristics, my education, my prior employment, my performance, my references, any criminal conviction record, any motor vehicle record, and any other relevant record, and I hereby release them from any liability or damage whatsoever for issuing such information as requested by CCRC, Inc. in connection with this application for employment.

I understand that it is necessary for CCRC, Inc. to verify my education, previous employment and obtain feedback from my professional references, and that a lack of the fore mentioned may result in not enough information for CCRC, Inc. to consider my application for employment.

I declare under penalty of perjury that all statements made in this application are true and correct.

Signature:

Print Name: _____ **Date:** _____

Revised: 5/3/2017