



APPLICATION for EMPLOYMENT

Clean Energy Comfort, Inc. is an equal opportunity employer. All applications will be considered without regard to age, color, religion, sex, national origin or other protected status in accordance with applicable federal and state equal employment opportunity laws.

Legal name: _____ Date: _____

Address: _____ Position applying for: _____
 _____ Desired salary: \$ _____
 Home phone: _____ Date you can start: _____
 Cell phone: _____ Social Security No: _____
 Message phone: _____ Driver's Lic No: _____ State: _____
 Email: _____

Are you over the age of 18? Yes No
 If no, do you have a work permit? Yes No
 Can you perform the essential functions of the job(s) for which you are applying? Yes No
 Have you ever worked for CEC before? If so, when? _____ Yes No
 Are you legally eligible for employment in the U.S.A.? Yes No
Proof of citizenship or immigration status will be required upon employment.
 If no, are you authorized to work in the U.S.A. ? Yes No

EMERGENCY CONTACT

Name of person to notify: _____ Relationship: _____
 Address: _____ Phone: _____

EDUCATION

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4
 Do you have a high school diploma or equivalency? Yes No

	Name & location of school	Course of study	Years completed	Diploma/Degree
High School				
College/University				
Other (Specify)				

EMPLOYMENT / WORK EXPERIENCE

Start with your present or most recent job. List your last 3 jobs in order. Do not omit any jobs. Attach additional sheets of necessary.

Current or most recent employer: _____
Address: _____ Phone: _____
Supervisor: _____ May we contact? Yes No
Job title: _____ Dates employed: From _____ to _____
Reason for leaving: _____
Work performed: _____

Previous employer: _____
Address: _____ Phone: _____
Supervisor: _____ May we contact? Yes No
Job title: _____ Dates employed: From _____ to _____
Reason for leaving: _____
Work performed: _____

Previous employer: _____
Address: _____ Phone: _____
Supervisor: _____ May we contact? Yes No
Job title: _____ Dates employed: From _____ to _____
Reason for leaving: _____
Work performed: _____

MILITARY SERVICE

Branch of Service: _____ Dates: From _____ to _____ Rank at discharge: _____
Type of discharge: _____ If other than an Honorable Discharge, explain: _____

SPECIAL SKILLS, QUALIFICATIONS, & CONSIDERATIONS

Machines or equipment qualified to operate: _____
Foreign language(s): _____
Special job-related training, skills, licenses, and/or certifications: _____
Can you operate a computer? Yes No Computer programs you can operate: _____

REFERENCES

List 3 non-relatives who are familiar with your professional qualifications and actual work history.

Name	Phone	Occupation/Relationship	Years known