

# CSS USA, Inc.

## EMPLOYMENT APPLICATION

CSS USA, Inc. is an Equal Opportunity Employer. Various Federal, State, and Local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability or veteran status. It is this agency's policy to fully comply with these laws under all circumstances.

### Personal Information:

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Last) (First) (Middle Initial)

**Names Previously Used** (If applicable): \_\_\_\_\_

**Residence Address:** \_\_\_\_\_  
(Street Name & Number) (City) (State) (Zip)

**Mailing Address:** \_\_\_\_\_  
(If different from residence) (Street Name & Number) (City) (State) (Zip)

**Primary Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Are you at least 18 years old?:** \_\_\_\_\_

**Are you legally authorized to work in the United States of America for any employer?** \_\_\_\_\_

**Do you have military experience?:** \_\_\_\_\_ **If yes, what is your discharge date?** \_\_\_\_\_

**Do you have reliable transportation to get to and from work?:** \_\_\_\_\_

**Distance willing to travel to job?** \_\_\_\_\_ **Type of work you are seeking?** \_\_\_\_\_

**Shift(s) available to work:** \_\_\_\_\_ **Total weekly hours preferred:** \_\_\_\_\_

**Are you able to work weekends?** \_\_\_\_\_ **Holidays?** \_\_\_\_\_ **On short notice?:** \_\_\_\_\_

**How did you hear about the position for which you are applying?:** \_\_\_\_\_

**Salary Required:** \_\_\_\_\_ **If hired, what date are you available to start?** \_\_\_\_\_

**Have you applied with our company in the past?** \_\_\_\_\_ **If yes, when?** \_\_\_\_\_

### Additional Information:

**Will you be able, with or without reasonable accommodation, to perform the essential functions of the job for which you are applying?:** \_\_\_\_\_ **If accommodation is needed, please list what accommodations would be necessary:** \_\_\_\_\_

\_\_\_\_\_

**Have you ever been convicted of a felony, misdemeanor, or cited for a civil infraction? If yes, list the date(s) of conviction(s)/civil infraction(s), the exact charge(s), and sentence details and/or penalties associated therewith:** \_\_\_\_\_

\_\_\_\_\_

**Experience: Please list most recent employment first.**

**Name of Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
(Street Name & Number) (City) (State) (Zip)

**Supervisor:** \_\_\_\_\_ **Position type:**  Temporary  Permanent

**Pay Rate: Start** \_\_\_\_\_ **End** \_\_\_\_\_ **Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

**May we contact this employer?:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
(Street Name & Number) (City) (State) (Zip)

**Supervisor:** \_\_\_\_\_ **Position type:**  Temporary  Permanent

**Pay Rate: Start** \_\_\_\_\_ **End** \_\_\_\_\_ **Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

**May we contact this employer?:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
(Street Name & Number) (City) (State) (Zip)

**Supervisor:** \_\_\_\_\_ **Position type:**  Temporary  Permanent

**Pay Rate: Start** \_\_\_\_\_ **End** \_\_\_\_\_ **Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

**May we contact this employer?:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
(Street Name & Number) (City) (State) (Zip)

**Supervisor:** \_\_\_\_\_ **Position type:**  Temporary  Permanent

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**Job Title:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

**May we contact this employer?:** \_\_\_\_\_



**Given the investment our company will make in hiring and training you, give us three reasons why we should hire you rather than anyone else?**

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**In your working career, what accomplishment are you most proud of?**

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**What are your short term and long term career goals?**

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**Certification and Understanding:**

***I understand that the CSS USA, Inc. may require that I submit to a drug screening test prior to being hired. I consent to any drug screening test required by the Company.***

***I certify that all of the answers and information given by me in this application are true, accurate and complete without qualification. If I am hired, I understand that if the Company at any time determines that any of the requested information was withheld by me or any of the statements furnished were false, inaccurate or misleading, I will be subject to immediate dismissal once the facts become known. I authorize investigation of all information contained in this application and also authorize full disclosure of my present and prior work records by any employer. I understand that employment arising out of this application is contingent upon the results of this investigation. I release any employer from any obligation to provide me with written notification of any information disclosed. I understand that this may include a record of disciplinary action assessed by the employer.***

***Furthermore, in consideration of my employment, I agree to conform to the rules and regulations of the company and I agree that my employment and compensation can be terminated with or without cause and with or without notice, at any time and at the option of either the company or myself. I understand that no representative, other than the President of the company, has any authority to enter into any agreement for employment for any specified period of time or to make any agreements contrary to the foregoing. I further recognize that if I am employed by the Company, I will receive compensation and benefits and be subject to rules and regulations; but I agree that such compensation, benefits, rules and regulations are subject to change by the Company with or without notice to me. I acknowledge that my assigned work hours and place of work may be modified by the Company. I recognize I will be required to work overtime as needed.***

***In consideration for my employment, I agree that any lawsuit or claim against CSS or any of its employees, owners, directors, officers, agents, or representatives, arising out of my employment or termination of employment (including, but not limited to, claims arising under state, federal or local civil rights laws) must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the Equal Employment Opportunity Commission, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.***

***By signing below, I acknowledge that I have read, understood, and voluntarily agree to the information above.***

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**