



(An equal opportunity employer)  
PRE-EMPLOYMENT APPLICATION

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Email \_\_\_\_\_  
 Present street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Present telephone number (s) \_\_\_\_\_  
 Position desired \_\_\_\_\_ Referred by \_\_\_\_\_  
 Date you can start \_\_\_\_\_ Desired salary \_\_\_\_\_ Are you willing to travel? \_\_\_\_\_ Relocate? \_\_\_\_\_

Please complete the following information regarding your driver's license and record if you are applying for a position which requires you to drive for CGRS:  
 License type \_\_\_\_\_ State of issue \_\_\_\_\_ No. \_\_\_\_\_ Driving record (past 5 years) please provide a copy.

**EMPLOYMENT HISTORY** (Please complete the following for your last four employers, beginning with your most recent job.)

Dates Mo./Yr.	Company Name/ Mailing Address	Supervisor's Name Phone Number	Your Title / Job Duties	Salary/Wage	Reason for leaving
From ___/___/___ To ___/___/___					
From ___/___/___ To ___/___/___					
From ___/___/___ To ___/___/___					
From ___/___/___ To ___/___/___					

**EDUCATION HISTORY** (Please complete the following for your education background, beginning with high school.)

Dates Mo./Yr.	School Name Address	Type of School	Area of Study	Degree Type	Additional Information
From ___/___/___ To ___/___/___					
From ___/___/___ To ___/___/___					
From ___/___/___ To ___/___/___					

From ____/____/____ To ____/____/____					
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**CLERICAL SKILLS**

Classification	Proficiency Level/Experience in Yrs.	Classification	Proficiency Level/Experience in Yrs.
Word processing software		Accounting Skills	
Spreadsheet software		Technical writing	
Database software		Other:	
Other software		Other:	

**SPECIAL TRAINING/CERTIFICATION**

Classification	Certifying Entity	Certification Date	License Number

**REFERENCES** *(Please complete the following for three persons not related to you, whom you have known for at least one year.)*

Reference Name	Phone Number/Address	Business	Relationship to You	Years Known

**Authorization and Release**

I hereby certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application will be grounds for dismissal.

In addition, I authorize investigation of all statements contained herein and authorize the references and employers listed above to give the representatives of CGRS, Inc. any and all information concerning my previous employment, including any pertinent information (personal or otherwise) that they may have. I hereby release CGRS, Inc. and all such employers and references from all liability for any damage which may result from utilization of such information.

I acknowledge that Colorado is an employment-at-will state and that any offer of employment is neither a contract nor a legal document. I also understand and agree that no representative of CGRS, Inc. has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized CGRS, Inc. officer.

I understand that CGRS, Inc. is a drug free workplace.

Applicant Signature \_\_\_\_\_ Application Date \_\_\_\_\_

Interviewed by \_\_\_\_\_ Interview Date \_\_\_\_\_

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*



CGRS Inc. is an equal opportunity employer. As required by law, we must record certain information to be made a part of our affirmative action program.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

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

Position Applied for: \_\_\_\_\_

Gender:     \_\_ Male       \_\_ Female

**Race or Ethnicity Identity\* (select one, see back for definitions)**

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaskan Native (not Hispanic or Latino)

Two or more races (not Hispanic or Latino)





**Two or more races (*not Hispanic or Latino*)** - All persons who identify with more than one of the above races.

### **\*\*PROTECTED VETERAN DEFINITION**

**Protected veteran** means a veteran who may be classified as an active duty wartime or campaign badge veteran, disabled veteran, Armed Forces service medal veteran or recently separated veteran.

**Active duty wartime or campaign badge veteran** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

**Armed Forces service medal veteran** means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).

**Disabled veteran** means (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

**Recently separated veteran** means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.