



Dear Prospective Applicant,

Welcome to Corporate Business Systems. We are pleased that you have an interest in our company. All prospective employees are required to complete an application. Applications are kept on “active” file for 12-months. We look forward to getting acquainted with you. Please review the following carefully:

1. You will be asked to disclose any criminal convictions in your past including: Certain offenses may prohibit employment with our company. ***We will conduct a thorough criminal background check.***
2. There are specific functions of the job; including physical capability requirements.
3. **Corporate Business Systems Hours of Operation are 8:00 a.m. - 5:00 p.m.**
4. A workers’ compensation records search and medical review may be conducted.
5. We conduct a pre-employment drug screening. If you are using illegal drugs of any sort we cannot hire you.
6. A minimum of two satisfactory reference checks will be required for employment.
7. Any job offer is conditional upon satisfactory reference and background checks and screenings.

***Note: If any of the above issues create a problem for you, please feel free to excuse yourself from this application process now, otherwise, please sign below.***

**Acknowledgement:** To the best of my knowledge the above requirements do not pose a problem with my continuing to pursue employment with **Corporate Business Systems.**

---

APPLICANT SIGNATURE

---

DATE



Please email or fax your **application** and **resume** to the appropriate person(s). Please see application instructions on our website: [www.corporatebusinesssystems.com/careers/](http://www.corporatebusinesssystems.com/careers/)

Fax Number: 417.831.2789

*Corporate Business Systems is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, veteran status, or any other characteristic protected by law.*

Application for Employment					
Last Name	Middle	First Name		Date	
*If you have been known and worked by another name, please indicate				Date available for work	
Social Security Number (SSN)			Email address		
Street Address				Apt #	
City		State		Zip code	
Home Phone Number		Work Phone Number		May we contact you at work?	
No		Yes		Yes                  No	
Are you eligible to work in the United States?			No, if so, please explain:		
No		Yes			
Position and CBS location you are applying for:					
Desire:			Desire Salary Requirement		
Full Time		Part Time		Hourly Salary	
				\$	
Shift time(s) that you are able to work:	No preference				
	Monday	Tuesday	Wednesday	Thursday	Friday
	Saturday	Sunday			
Have you ever been convicted of a crime?		If so, when and what was the disposition of the case?			
No		Yes			
Do you have a valid Driver's License?		License #	State		Expiration Date
No		Yes			

Type of Driver's License	Operator	Commercial (CDL)	Chauffer
Have you had any motor vehicle accidents in the past three years?	No	Have you had any moving violations in the past three years?	No
	Yes		Yes
	How many?		How many?
Are there any reasons why you would not be able to perform the duties of any positions for which you are applying?	No	Yes	
	If yes, please describe		

How did you hear about this job?	Employee Name of Employee:	Website	Indeed.com
	Colleges or Universities Name of institution:	Craigslist.com	Other:
	Social Media sites (please check one)		
	Facebook	Linkedin	Twitter Google +

## Qualifications:

Please describe your skills and qualifications:


## Education

List any schools, college or universities you have attended below:

Name of Institution	Diploma, Certificate or Degree	No. of Years	Did you graduate?
			Yes No
			Yes No
			Yes No



## References:

List references other than relatives and previous employment:

Name	Relationship to you	Professional Title
Company Name	Phone Number	Address of Company

Name	Relationship to you	Professional Title
Company Name	Phone Number	Address of Company

Name	Relationship to you	Professional Title
Company Name	Phone Number	Address of Company

## Application Acknowledgement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Corporate Business Systems to verify their accuracy and to obtain reference information on my work performance. I hereby release Corporate Business Systems from any/all liability of whatever kind and nature, which, at any time, could result from obtaining and having an employment decision, based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for withdrawal or if all ready employed, termination of employment. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that any employment offered is for an indefinite duration and at will and that either the Employer or I may terminate my employment at any time with or without notice or cause.

\_\_\_\_\_  
Applicant Name (Print)

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

\_\_\_\_\_  
Date

### Office use only:

Typing:      No      Yes, WPM \_\_\_\_\_      10 Key      No      Yes, Strokes \_\_\_\_\_  
Personal computer:      No      Yes      Word Processing:      No      Yes, WPM \_\_\_\_\_  
PC \_\_\_\_\_ Mac \_\_\_\_\_

Other skills: \_\_\_\_\_  
\_\_\_\_\_