

CCC Enterprises, Inc.
Application for Employment



Name _____ Date _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () _____ Other Phone # () _____

Referred by _____

Position(s) applied for _____ Date available _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Intern

Salary desired _____ If currently employed, may we contact your employer? Yes No

Are you legally eligible for employment in this country? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

Are you available to work overtime if required? Yes No

Have you applied with MBE/The UPS Store before? Yes No

Have you been employed at MBE/The UPS Store before? Yes No

If yes, when? _____ and at what location? _____

Do you have any friends or family employed at this location? Yes No

Have you been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A DISQUALIFICATION FOR EMPLOYMENT.

Availability

Please Indicate Availability to Work for Each Business Day We Are Open

Day	Store Hours	Your Availability
Monday	8:00am-6:00pm	
Tuesday	8:00am-6:00pm	
Wednesday	8:00am-6:00pm	
Thursday	8:00am-6:00pm	
Friday	8:00am-6:00pm	
Saturday	9:30am-5:30pm	

EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, STATE	GRADUATED?	DEGREE(s)/DIPLOMA(s) EARNED
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

COMMENTS INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT: _____

REFERENCES

List the name, relationship, number of years acquainted, and phone number of three references. (No relatives please).

	YEARS	PHONE
NAME	RELATIONSHIP	ACQUAINTED
		NUMBER
		()
		()
		()

OTHER QUALIFICATIONS

List any other factors you feel should influence our consideration of your application for employment.

- *Languages Spoken:* _____
- *Computer Software Proficiencies:* _____

- *Other:* _____

I certify that all the information I have provided is true, complete and correct.

I authorize Mail Boxes Etc. / The UPS Store to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.

Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States.

Applicant's Signature _____ **Date** _____