

Employment Application

Charlotte Harbor Environmental Center, Inc.

10941 Burnt Store Road
Punta Gorda, FL 33955
941-575-5435

www.cheeflorida.org ~ cheec@cheeflorida.org



Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

MAIL TO: CHEC, P.O. Box 512876, Punta Gorda, FL 33951, attn: Employment - or scan and email to cheec@cheeflorida.org – Subj: Employment.

Personal Information			
Full Name (Last, First, Middle Initial)		Date:	
Address		City	State Zip
Email Address		Mobile Phone	Home Phone
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked for CHEC previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?
Have you ever been convicted of a felony? If yes, explain:		If selected for employment, are you willing to submit to a pre-employment drug screening test? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Position		
Position you are applying for	Available Start Date	Desired Salary
Employment status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary	Last 4 digits SSN	

Education	
HIGH SCHOOL:	Address:
From: To:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Diploma:
COLLEGE:	Address:
From: To:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree:
COLLEGE:	Address:
From: To:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree:
OTHER:	Address:
From: To:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Diploma/Cert:

Military Service

BRANCH:	Rank at Discharge:
From: _____ To: _____	
Type of Discharge:	If other than Honorable, explain:

References (Please list three professional references)

Full Name: _____
Company: _____
Address: _____
Email Address: _____
Relationship/Title: _____ Phone: _____

Full Name: _____
Company: _____
Address: _____
Email Address: _____
Relationship/Title: _____ Phone: _____

Full Name: _____
Company: _____
Address: _____
Email Address: _____
Relationship/Title: _____ Phone: _____

Employment History

Employer/Company: _____
Address: _____
Work Phone: _____ Email Address: _____
Job Title: _____ Dates Employed: _____
Primary Responsibilities: _____
Starting Salary: _____ Ending Salary: _____ OK to contact previous supervisor for reference? _____

Employment History - continued

Employer/Company: _____

Address: _____

Work Phone: _____ Email Address: _____

Job Title: _____ Dates Employed: _____

Primary Responsibilities: _____

Starting Salary: _____ Ending Salary: _____ OK to contact previous supervisor for reference? _____

Employer/Company: _____

Address: _____

Work Phone: _____ Email Address: _____

Job Title: _____ Dates Employed: _____

Primary Responsibilities: _____

Starting Salary: _____ Ending Salary: _____ OK to contact previous supervisor for reference? _____

Notes (add any additional notes or clarifying information required)

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please print)

Signature

Date