

# Employment Application

## Charlotte Harbor Environmental Center, Inc.

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

[www.checflorida.org](http://www.checflorida.org) ~ [chec@checflorida.org](mailto:chec@checflorida.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

| 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?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | If no, are you authorized to work in the United States?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Have you worked for CHEC previously?<br><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?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |               |

| Position   |                      |                |
|--|----------------------|----------------|
| Position you are applying for  | Available Start Date | Desired Salary |
| Employment status<br><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: \_\_\_\_\_

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Full Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Relationship/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

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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)**

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**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                |           |