

# CTTT, L.L.C. Employment Application

Thanks for applying to join the CTTT, L.L.C team. Before you complete this application, we want you to know a little bit about working for CTTT, L.L.C..

As a CTTT, L.L.C. Team Member, your most important job will be to satisfy CTTT, L.L.C. clients.

As a successful team member, you may learn valuable job skills including:

- \* Technical skills
- \* Customer service skills (selling, problem solving)
- Social skills (communication, working with others)
- \* Business knowledge (inventory, store operations)
- \* Organization and planning (time management)
- \* Responsibility (supervising, training others)

## How to Complete This Application

1. Use a blue or black pen. Print neatly, so your answers are easy to read. If you need more space, attach an additional sheet of paper.
2. Answer all of the questions completely. If you do not understand a question, ask the manager to explain it. You are not required to give information in response to a question that is prohibited by law.
3. If you have questions about job duties or career opportunities with CTTT, L.L.C., ask the manager. He or she will be glad to answer them.
4. Carefully read the information on the application. Once you have answered the questions and read all the information, sign and date the application.
5. Return the completed application to the manager. He or she will review the application and contact you. Applications are effective for 60 days, after which you must re-apply. This time period may be extended if you are interviewed for a position during the 60-day period.

## Equal Opportunity Employer

CTTT, L.L.C. does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, age, disability, veteran status, or any other factors made unlawful under applicable federal and state laws. All personnel decisions are made without prejudice or discrimination, in accordance with the principles of equal opportunity.

**THANKS AGAIN FOR APPLYING TO JOIN THE CTTT, L.L.C. TEAM!**

Personal Information	
NAME (First, Middle, Last)	OTHER NAME(S) YOU HAVE USED AT WORK OR SCHOOL
PHONE NUMBER	SOCIAL SECURITY NUMER (Optional)
STREET ADDRESS	CITY, STATE, ZIP CODE
HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS?	PERSON TO CONTACT IN EMERGENCY (Name and Phone Number)
Are you under the age of 18? If "yes," can you, after employment, show proof of age?	Yes No Yes No
Can you, after employment, submit certification of your legal right to work in the U.S.?	Yes No
Have you ever been counseled or disciplined for being late or absent from work or school?	Yes No
Can you, with or without reasonable accommodation, perform this essential function of this job?	Yes No
Have you ever been convicted of a felony, a crime involving dishonesty, or a crime involving violence to another person?*	__Yes __No
If yes, please describe, including dates charged, penalties, and current disposition. Note: Convictions are not an automatic disqualification from employment.	
_____	
_____	
_____	
_____	

Availability													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO
Do you have reliable transportation to get to work? Yes No						Would you be willing to work at another CTTT, L.L.C.store? Yes No							
If hired when could you begin work? (Month/Day/Year)						How many hours would you like to work each week?							

Education					
NAME	CITY, STATE	# OF YEARS COMPLETED	GPA	DEGREE OR DIPLOMA	CONTACT PERSON DEPARTMENT/PHONE
HIGH SCHOOL					
COLLEGE					
OTHER					
PLEASE LIST ALL JOB-RELATED ORGANIZATIONS, CLUBS, OR ACTIVITIES YOU ARE/WERE INVOLVED IN AT SCHOOL, EXCEPT THOSE THAT INDICATE RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, OR AGE.					

Work Experience					
COMPANY	ADDRESS	POSITION & DUTIES	SUPERVISOR NAME & PHONE	DATES EMPLOYED	REASON FOR LEAVING
MAY WE CONTACT? Yes    No				ENDING WAGE: \$	
MAY WE CONTACT? Yes    No				ENDING WAGE: \$	
MAY WE CONTACT? Yes    No				ENDING WAGE: \$	
Have you or any of your relatives ever worked for CTTT, L.L.C.?      ___ Yes ___ No					
RELATIONSHIP*	COMPANY	LOCATION (CITY, STATE)		DATES EMPLOYED	

\*

References				
LIST THREE SCHOOL, WORK, OR PERSONAL REFERENCES WHO WE MAY CONTACT. DO NOT LIST PEOPLE WHO ARE RELATED TO YOU.				
NAME	TELEPHONE NUMBER	HOW LONG HAVE YOU KNOWN THIS PERSON?	RELATIONSHIP TO YOU	TYPE OF REFERENCE
				SCHOOL WORK PERSONAL
				SCHOOL WORK PERSONAL
				SCHOOL WORK PERSONAL

Applicant's Statements	
<p>READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.</p> <ol style="list-style-type: none"> <li>The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omissions could result in the denial of my application, withdrawal of any offer of employment, or immediate discharge.</li> <li>I understand that in connection with the application process, CTTT, L.L.C. and its representatives may contact my former employers, educational institutions, references, and other relevant third parties to obtain additional information related to the information given by me in this application. I also understand that CTTT, L.L.C. may provide such information to its parent company and affiliates and to other third parties. I hereby request, release, and consent to the release and disclosure of such information. I further release and hold harmless CTTT, L.L.C. and affiliates, their officers, employees and agents, and any other parties inquiring about, investigating, furnishing, communicating, reviewing, or evaluating such information from any and all potential claims, demands, damages, liabilities, and/or actions of any kind arising from such activities, whether known or unknown to me presently, that I may have, now or in the future.</li> <li>If employed, I agree to conform to the rules and regulations of CTTT, L.L.C.. and understand that I will be an employee at-will, and my employment may be terminated at any time by me or CTTT, L.L.C., with or without notice, for any reason.</li> </ol>	
APPLICANT'S SIGNATURE	DATE

