

Community Action, Inc.

Application For Employment

Please leave no blank sections. Use N/A if not applicable.

Position Desired: _____ [] Part time [] Full time Date _____

Name _____
 (Print) Last First Middle

Present Address _____
 Street and Number City State

Telephone No. _____ Cell Telephone No. _____

Have you ever worked for this Company before? [] Yes [] No
 If Yes, please give dates and position: _____

Have you ever been convicted of a crime? [] Yes [] No
 If Yes, please give the date(s) and details: _____

NOTE: Answering "Yes" does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question.)

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous five (5) employers in chronological order with present or last employer listed first. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed From</u> (mo/yr) To (mo/yr)	<u>Pay Start</u> \$ Final \$	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>
Previous Employer Address City, State, Zip Code Telephone	<u>Employed From</u> (mo/yr) To (mo/yr)	<u>Pay Start</u> \$ Final \$	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>
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Previous Employer Address City, State, Zip Code Telephone	<u>Employed From</u> (mo/yr) To (mo/yr)	<u>Pay Start</u> \$ <u>Final</u> \$	<u>Your Title or Position</u> <u>Name and Title of Last Supervisor</u>	<u>Exact Reason for Leaving</u>
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Have you ever been terminated or asked to resign from any job? Yes No
If Yes please explain circumstances:

Please explain fully any gaps in your employment history:

May we contact your current employer? Yes No. If No, please explain:

Please indicate any actual experience, military experience or any special training and qualifications that you have which you feel are relevant to the position for which you are applying. _____

Have you ever used another name? Yes No Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain:

If hired, can you furnish proof that you are over 18 years of age? Yes No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying?
 Yes No

Are you legally employable within the United States at the present time and can you present evidence of this if hired? Yes No

EDUCATION

School Name	Years Completed (Circle)	Diploma/Degree Received	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade or Correspondence:				
Other:				

PERSONAL REFERENCES

Please list persons who know you well -- **not** previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

COMMUNITY ACTION INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND PRACTICES NON-DISCRIMINATORY POLICIES AT ALL STAGES OF EMPLOYMENT IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL LAWS. THE AGENCY ALSO MAINTAINS AN AFFIRMATIVE ACTION PLAN REQUIRING MAXIMUM EFFORT TOWARD ENSURING EQUITABLE REPRESENTATION OF QUALIFIED WOMEN, MINORITIES, VIETNAM AND DISABLED VETERANS, AND OTHER DISABLED INDIVIDUALS, AT ALL JOB LEVELS.

Please read the following before signing this application.

I authorize the references listed (employers, educational institutions, etc.) to give Community Action Inc. any and all information related to my previous employment and any other pertinent information, personal or otherwise, and by any signature below release all parties from liability for any damages that may result from information received by Community Action Inc.

Applicant's Signature

Date

I certify that the information I have given in this application is true, correct, and complete to the best of my knowledge and understand that I will be refused employment or be discharged at any time after employment if any information I have given is found to be false, substantially misleading or there is an omission of pertinent information which is discovered at any time after employment.

I agree to conform to all rules and regulations of Community Action Inc. and understand that the agency maintains an **at-will employment policy** permitting my employment and compensation to be terminated with or without cause, with or without notice at any time at the option of either this agency or myself.

I also understand that the Executive Director and/or the Board of Directors are the only authority permitted to enter into any agreement or make any agreement contrary to current established employment policies.

Applicant's Signature

Date



Hiring Packet Information Acknowledgement

Please read the following, then sign and submit as part of your Hiring Packet when applying for employment at Community Action, Inc.:

1. There is no guarantee of a job offer or a job interview when submitting a Hiring Packet.
2. Your Hiring Packet must contain **all of the following documents (Cover Letter, Resume, Application for Employment and this Acknowledgement form)**.
3. Hiring Packets are filed according to posted job title. Please be specific when stating the posted job you are seeking. Stating "ANY position" is not an acceptable response on our Application for Employment.
4. Due to the large number of Hiring Packets we receive and the competitive nature of our employment process, specific reasons for employment decisions will not be released.
5. Your Hiring Packet will remain on file with Community Action, Inc. for a period of one year. However, if there are future and/or other job postings for which you wish to apply, you **must** send separate Hiring Packets (Cover Letter, Resume, Application for Employment and this Acknowledgement Form) for each posting.
6. Specified motor vehicle liability insurance requirements **must** be obtained and maintained **at time of hire** (Bodily Injury \$100,000 each person, \$300,000 each accident; Property Damage \$100,000 each accident).
7. **If you are hired for employment**, you be subject to the following checks:
 - a. Criminal Record Check
 - b. Child Abuse History Clearance (This document comes to your home address. If hired, employment may be terminated if this clearance is not in your personnel file within 60 days of hire)
 - c. Motor Vehicle Report

I have read the above statements.

Signature of Applicant

Date