

APPLICATION FOR EMPLOYMENT

KI BOIS COMMUNITY ACTION PARTNERSHIP

Helping People. Changing Lives.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

OPEN POSITION(S) APPLIED FOR - PLEASE BE SPECIFIC:

Name: _____

Street Address, City, State, Zip: _____

Telephone #() _____

Alternate#() _____

E-Mail: _____

Referral Source (How did you hear about us?) _____

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

If no, please explain: _____

Have you ever been employed here before? Yes No

If yes, please give dates and positions: _____

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

Date available for work _____/_____/_____

Desired salary range \$ _____

Type of employment desired:

Full Time

Part Time

Seasonal/Temporary

Driver's license number if driving may be required in position for which you are applying: _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details: _____

EMPLOYMENT HISTORY

Starting with your most recent employer, please provide the following information.

Employer _____ Dates Employed _____/_____/_____ to _____/_____/_____

Street Address, City, State _____

Starting Compensation

Starting Job Title/Final Job Title _____

Hourly Salary per

Immediate Supervisor and Title _____

May we contact? _____

Final Compensation

Why did you leave? _____

Hourly Salary \$ per

Summarize the type of work performed and job responsibilities. _____

What did you LIKE MOST about your position? _____

What were the things you LIKED LEAST about the position? _____

Employer _____

Dates Employed _____/_____/_____ to _____/_____/_____

Street Address, City, State _____

Starting Compensation

Starting Job Title/Final Job Title _____

Hourly Salary per

Immediate Supervisor and Title _____

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SKILLS and QUALIFICATIONS

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____	<input type="checkbox"/> E-Mail _____
<input type="checkbox"/> Spreadsheet _____	<input type="checkbox"/> Internet _____
<input type="checkbox"/> Presentation _____	<input type="checkbox"/> Bilingual _____

EDUCATION

Starting with your most recent school attended, provide the following information.

School (Include City and State)	Years	Completed	GPA	Major
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors.

If not applicable, list three school or personal references who are not related.

NAME	TITLE	RELATIONSHIP	TELEPHONE	YRS KNOWN

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director or his designee.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT!

I certify that I have read, fully understand and accept all terms of the foregoing.

Signature of Applicant: _____

Date: _____