

# APPLICATION FOR EMPLOYMENT

## CHELAN-DOUGLAS COMMUNITY ACTION COUNCIL

Provide all information requested by typing or printing in ink. Please read carefully before you sign this application. False statements on this application form shall be considered sufficient cause for termination.

Chelan-Douglas Community Action Council does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, age, Vietnam-era military service or disability, religion or a disability as defined by applicable state and/or federal regulations or statutes.

### Part 1. GENERAL INFORMATION

Please review all questions carefully before preparing your application.

POSITION (Job title for which you are applying; list only one)				
NAME (Last, First and Middle Initial)			SOCIAL SECURITY NO. XXX XX XXXX Required if hired	
MAILING ADDRESS (Include apartment number, if any)				HOME TELEPHONE ( )
CITY	COUNTY	STATE	ZIP	WORK or MESSAGE

### PART 2. BACKGROUND INFORMATION

If a driver's license or other license, certificate, or a registration is required for this position, please complete this section.

Driver's License	License Number	Expiration Date
Commercial (A, B, C)		
Other		

➤ Other than English, what language do you speak, read or write fluently?  
\_\_\_\_\_

➤ Have you been convicted of a Misdemeanor or felony within the past 7 years  
 YES  NO

### PART 3. EDUCATION

Review of Education

➤ Are you a high school graduate or have you passed a general education development (GED) test?

YES  NO If NO, What is the highest grade completed: \_\_\_\_\_

➤ List post high school training, including college, business school, military training, and other relevant education. If more space is needed, attach additional sheets.

School Name and Location	Month and Year Attended	Credits Earned			Major	Type of Degree Awarded	Year Degree Received
		Quarter	Semester	Other			
1.	From						
	To						
2.	From						
	To						
3.	From						
	To						
4.	From						
	To						
5.	From						
	To						

**A resume alone is not acceptable. This section must be completed. Start with your present or last position, then work backward. List volunteer as well as paid work.**

**PART 4. EMPLOYMENT HISTORY**

From:	Employer Name	Employer Address and Phone Number ( )	
To:			
Your title	Hourly wage	Hours per week	Supervisor Name
Specific Job Duties			Reason for Leaving

From:	Employer Name	Employer Address and Phone Number ( )	
To:			
Your title	Hourly wage	Hours per week	Supervisor Name
Specific Job Duties			Reason for Leaving

From:	Employer Name	Employer Address and Phone Number ( )	
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From:	Employer Name	Employer Address and Phone Number ( )	
To:			
Your title	Hourly wage	Hours per week	Supervisor Name
Specific Job Duties			Reason for Leaving

**List ALL other positions you have held in the past ten years, beyond the most recent ones listed on the prior page. Attach additional sheets if necessary.**

Employer	Address
Job Title	Salary
Dates of Employment	Reason for Leaving
Employer	Address
Job Title	Salary
Dates of Employment	Reason for Leaving
Employer	Address
Job Title	Salary
Dates of Employment	Reason for Leaving

### References

Name / Relationship	Phone Number

#### PART 5. DATE AND SIGNATURE

I understand and agree that, if I am hired, I am an at-will employee and that Chelan-Douglas Community Action Council has the right to terminate my employment at any time for any reason with or without notice. I also agree to abide by all present and subsequent policies and procedures established by Chelan-Douglas Community Action Council.

\_\_\_\_\_  
 Initials                      Date

If you are considered for employment, you will be required to complete a State Patrol Request for Criminal History Information form so we may obtain a report of any criminal convictions. If you are hired before that report is available, your employment will be conditioned upon the receipt of a satisfactory report.

All answers and statements are true and complete to the best of my knowledge. I understand that all information may be verified, including reference checks. I understand that any untruthful or misleading answers are cause for rejection of this application, or dismissal if employed

TO BE ACCEPTED YOU MUST SIGN AND DATE THIS APPLICATION	SIGNATURE	DATE
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