

APPLICATION FOR EMPLOYMENT

Christian Community Action

Please fill this out completely, print legibly, and indicate the hours you are available to work.

Position(s) Applied For: _____ Date of Application: _____

How Did You Learn About Us?

Advertisement Friend Inquiry Employment Agency Relative Other _____

Last Name _____ First Name _____ Middle Name _____

Address _____ Number _____ Street _____ City _____ State _____ Zip Code _____

Telephone Number(s) _____ Cell phone # _____

Best time to contact you at home is: _____

Do you have a reliable means of transportation to work? Yes No

If you are younger than 18 years of age, how old are you?

Have you ever filed an application with us before? If Yes, give date Yes Date _____ No

Have you ever been employed with us before? If Yes, give date Yes Date _____ No

Do any of your friends or relatives, other than spouse, work here? Yes No

If yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you eligible to work in the U.S.? Yes No

(Proof of eligibility is required upon employment)

Date available for work _____ What is your desired salary range? _____

Availability to work:

	MON	TUES	WED	THU	FRI	SAT	SUN
FROM							
TO							

Minimum hours needed to work weekly: _____
Maximum hours needed to work weekly: _____

EDUCATION

High School (last attended) _____ **Location** _____ **Did you graduate?** Yes No

College & Vocational Schools _____ **Location** _____ **Did you graduate?** Yes No

If yes, Degree & Major Grade Pt. Avg _____

ADDITIONAL INFORMATION State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

Have you ever been convicted of a crime (please include anything resulting in deferred adjudication) other than a minor traffic violation? _____ Conviction will not necessarily disqualify you from employment. If yes, please explain.

Please answer the next two questions ONLY if applying for a position that requires driving:

Do you have a valid driver's license? _____

Have you ever been ticketed or charged for a moving traffic violation? If yes, please explain.

EMPLOYMENT EXPERIENCE

How many jobs have you had in the last 5 years: _____

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer Name		Dates Employed		Work Performed
Address		From:	To:	
Telephone Number (s)		Hourly Rate/Salary		
Starting/ Present Job Title		Starting:	Final:	
Supervisor				
Reason for Leaving		May we contact:		Yes: No:
Employer Name		Dates Employed		Work Performed
Address		From:	To:	
Telephone Number (s)		Hourly Rate/Salary		
Starting/ Present Job Title		Starting:	Final:	
Supervisor				
Reason for Leaving		May we contact:		Yes: No:
Employer Name		Dates Employed		Work Performed
Address		From:	To:	
Telephone Number (s)		Hourly Rate/Salary		
Starting/Present Job Title		Starting:	Final:	
Supervisor				
Reason for Leaving		May we contact:		Yes: No:

REFERENCES: Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

Return to: Human Resources, Christian Community Action, 200 South Mill Street, Lewisville, TX 75057

WE ARE AN EQUAL OPPORTUNITY EMPLOYER