



EMPLOYMENT APPLICATION

Date: _____ Position: _____

Name: _____

First Middle Last

Address: _____

Telephone: _____

Home Work Cell Phone

Best time to contact you is: _____ Can we contact you at work? Yes No

List relative(s) presently employed in Community Action programs by name, program, and relationship: _____

Date available for employment: _____ Minimum Salary required: _____

Have you ever been convicted of a felony?: Yes No Date: _____

If yes, please explain: _____

EDUCATION:

Name School(s) Attended	No. Years Completed	Date Left Mo/Yr	Graduated Mo/Yr	Degree

WORK EXPERIENCE (List most recent first):

Firm/Co: _____

Address: _____

Phone: _____ From: _____ To: _____

Salary: _____ Supervisor: _____

Job Title & Description: _____

Reason for Leaving: _____

May we contact?: Yes No

Firm/Co: _____

Address: _____

Phone: _____ From: _____ To: _____

Salary: _____ Supervisor: _____

Job Title & Description: _____

Reason for Leaving: _____

May we contact?: Yes No

Firm/Co: _____

Address: _____

Phone: _____ From: _____ To: _____

Salary: _____ Supervisor: _____

Job Title & Description: _____

Reason for Leaving: _____

May we contact?: Yes No

If you need additional space please write on the back of the application.

PROFESSIONAL & PERSONAL REFERENCES:

<u>Name</u>	<u>Firm, Title, & Position</u>	<u>Phone #</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

APPLICANT STATEMENT

(Read before signing)

I certify that all the information I have provided in order to apply for and secure employment with Clatsop Community Action is true, complete, and correct to the best of my understanding. I understand that any information provided by me that is found to be false, incomplete or misrepresented will be sufficient cause to cancel further consideration of this application.

I understand my employment is contingent upon the results of a drug screen.

I understand that I am giving my permission for Clatsop Community Action to contact the references I have provided.

I understand that Clatsop Community Action will conduct a Criminal History Record Check, a Driving Record Check and a Credit Report.

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

Signature

Date

