

Application For Employment

**CENTRAL PIEDMONT
COMMUNITY ACTION, INC.**
PO Box 626 / 1401 Ross Ave
Siler City, NC 27344
(919) 742-2277 / www.cpcanc.org

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In			
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other			

Last Name			First Name			Middle Name			
Address		Number	Street		City		State	Zip Code	
Telephone Numbers						Social Security Number			
						XXX	XX		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If yes, give date _____

Have you ever been employed with us before?

Yes No

If yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School					High School					Undergraduate College/University				Graduate / Professional			
School Name and Location																		
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4	
Diploma/Degree																		
Describe Course of Study																		
Describe any specialized training, apprenticeship, skills, and extra-curricular activities																		
Describe any honors you have received																		
State any additional information you feel may be helpful to us in considering your application																		

Indicate any foreign languages you can speak, read and/ or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.		
<i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:</i>		

References			
Give name, address, email and telephone number of three references who are not related to you and are not previous employers:			
1.			
2.			
3.			

Have you ever had any job-related training

Yes No

If Yes, please describe

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Length of Service		Worked Performed
	Address				
	Telephone Number(s)		<u>Hourly Rate/Salary</u>		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Length of Service		Worked Performed
	Address				
	Telephone Number(s)		<u>Hourly Rate/Salary</u>		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Length of Service		Worked Performed
	Address				
	Telephone Number(s)		<u>Hourly Rate/Salary</u>		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

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