

# JACKSON-VINTON COMMUNITY ACTION, INC

## APPLICATION FOR EMPLOYMENT

(Please Print)

**We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other protected status.**

<b>Position of Interest:</b>	<b>Date of Application:</b>
<b>How did you learn about us – please circle all that apply?</b>	
Social Media    Newspaper    Employment Site/Agency    Friend    Relative    Inquiry    Other	

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Address: Number</b>	<b>Street</b>	<b>City</b>
		<b>State</b>
		<b>Zip Code</b>
<b>Best Telephone Number to Reach You:</b>		
<b>*Please note: a voicemail may be left, if the voice mailbox is not full.</b>		

<b>Best time to contact you:</b> _____ AM/PM	<b>Circle One:</b>
<ul style="list-style-type: none"> <li>• If you are under 18 years of age, can you provide required proof of your eligibility to work? .....<b>Yes</b>    <b>No</b></li> <li>• Have you ever filled out an application with us before?.....<b>Yes</b>    <b>No</b> If yes, give date of year and position _____</li> <li>• Have you ever been employed with us?.....<b>Yes</b>    <b>No</b> If yes, give dates and position _____</li> <li>• Do any of your friends, relatives, other than spouse, work for us?.....<b>Yes</b>    <b>No</b> If yes, please provide name and relation to you _____</li> <li>• Are you currently employed?.....<b>Yes</b>    <b>No</b></li> <li>• May we contact your present employer?.....<b>Yes</b>    <b>No</b></li> <li>• Are you prevented from lawfully becoming employed in this county because of Visa or Immigrant Status? <i>Proof of citizenship of immigration status will be required upon employment.....</i><b>Yes</b>    <b>No</b></li> <li>• Date available to work – <u>circle all that apply/desired:</u>    Full-Time    Part-Time    Temporary</li> <li>• Are you currently on “lay-off” status and subject to recall?.....<b>Yes</b>    <b>No</b></li> <li>• Can you travel if the job requires it?.....<b>Yes</b>    <b>No</b></li> <li>• Have you been convicted of a felony?.....<b>Yes</b>    <b>No</b></li> </ul>	

**Please List Any Specialized Skills You May Have:**

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**EDUCATION EXPERIENCE– please include details in resume**

Education Type	Institution Name	State located	Dates Attended	Diploma/Degree
Last High School Attended				
Undergraduate College				
Graduate College				
Other				

Please describe any specialized training, apprenticeship, or skills you have obtained or any job-related training received in the U.S. military:

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**EMPLOYMENT EXPERIENCE:** List up to your last 3 employment experiences. Start with your present or last job. Include any job-related military service assignments. Please include details in your resume.

1.	Employer	Job title
Address		Phone Number
Dates of Employment		Supervisor
Reason for Leaving		

2.	Employer	Job title
Address		Phone Number
Dates of Employment		Supervisor
Reason for Leaving		

3.	Employer	Job title
Address		Phone Number
Dates of Employment		Supervisor
Reason for Leaving		

**REFERENCES – Please list up to 3 professional references:**

Name	Phone #	Title

**State any additional information you feel may be helpful to us in considering your application:**

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**APPLICANT'S STATEMENT**

I certify that the provided answers 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 active for a period of time not to exceed 90 days.

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 the Employee at any time with or without cause.

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.

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Signature of Applicant

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Date