

## NORTHWEST COMMUNITY ACTION PARTNERSHIP Application for Employment

EMPLOYER'S STATEMENT: NCAP adheres to the equal employment opportunity guidelines set forth by state and federal laws. The information contained on this form is sought in good faith and will not be used in any way to discriminate against any applicant on the basis of race, religion, national origin, disability, or sex.

### PERSONAL

<i>Last Name</i>	<i>First</i>	<i>Middle</i>	<i>Date</i>
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<i>Street Address</i>	<i>Home Telephone</i>
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<i>City, State, Zip</i>	<i>Business Telephone</i>
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*Have you ever applied for employment with us?*  
 *Yes*    *No*   *If yes, month, year, and location:* \_\_\_\_\_

<i>Position Desired</i>	<i>Pay Expected</i>
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<i>Apart from absence for religious observance, are you available for full-time work?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> <i>If not, what hours can you work?</i> _____	<i>Will you work overtime if asked?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
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<i>Are you legally eligible for employment in the United States?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	<i>When will you be available to begin work?</i>
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*Other special training or skills (languages, machine operation, etc.):*

### EDUCATION

<i>Name and location of school</i>	<i>Course of Study</i>	<i>No. Of Years Completed</i>	<i>Did you graduate?</i>	<i>Degree or Diploma</i>
GRADUATE			<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
COLLEGE			<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
BUSINESS/ TRADE/ TECHNICAL			<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
HIGH SCHOOL			<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
ELEMENTARY			<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	

**MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS**

*(Exclude those which may disclose your race, color, religion, or national origin)*

**EMPLOYMENT**

*(Please give accurate, complete full-time and partial employment record. Start with your present or most recent employer. **In addition to the following, please submit a resume.**)*

<i>Company name</i>	<i>Telephone</i>
<i>Address</i>	<i>Employed (state month and year)</i>
	<i>From to</i>
<i>Name of Supervisor</i>	<i>Weekly pay</i>
	<i>Start Last</i>
<i>State Job Title and Describe Your Work</i>	<i>Reason for Leaving</i>

<i>Company name</i>	<i>Telephone</i>
<i>Address</i>	<i>Employed (state month and year)</i>
	<i>From to</i>
<i>Name of Supervisor</i>	<i>Weekly pay</i>
	<i>Start Last</i>
<i>State Job Title and Describe Your Work</i>	<i>Reason for Leaving</i>

<i>Company name</i>	<i>Telephone</i>
<i>Address</i>	<i>Employed (state month and year)</i>
	<i>From to</i>
<i>Name of Supervisor</i>	<i>Weekly pay</i>
	<i>Start Last</i>
<i>State Job Title and Describe Your Work</i>	<i>Reason for Leaving</i>

**DO NOT CONTACT**

*We may contact the employers listed above unless you indicate those you do not want us to contact.*

\_\_\_\_\_

\_\_\_\_\_

*Reason* \_\_\_\_\_

**MILITARY**

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Did you serve in the U.S. Armed Forces?       Yes       No      *If yes, what branch?*

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*Describe any training received relevant to the position for which you are applying:*

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**REFERENCES**

*Please give the name, address, and phone number of three people that we may contact for a personal reference. Please, no relatives. Include area code and zip code.*

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**Any additional information that you may wish to include:**

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*The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.*

*I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.*

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Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**You will not be considered for employment unless you date and sign this application.**

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