

EMPLOYMENT APPLICATION



Community Violence Intervention. Center
An equal opportunity employer.

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____ Social Security Number _____
(Area Code)

Driver's License Number _____ State _____ Expiration Date _____

Have you been convicted of, plead guilty or nolo contendere to a crime in the last ten years? (CVIC conducts criminal history checks on all new employees.) Yes No If yes, please explain: _____

Are you a citizen of the United States? Yes No

JOB INTERESTS/SKILLS

Position(s) applied for _____ Salary Desired _____

Have you applied for a position here before? Yes No If yes, when? _____

Type of employment requested Full Time Part Time Temporary Summer

Date you could begin working _____

Summarize any other special skills or qualifications

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER EDUCATION					
OTHER EDUCATION					

EMPLOYMENT HISTORY

(List most recent first)

1. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed

Reason for leaving _____

2. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed

Reason for leaving _____

3. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed

Reason for leaving _____

REFERENCES (List 3 professional references)

Name	Relationship	Home Phone	Daytime Phone

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the company to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by this company. Verification of eligibility to work in the United States must be satisfied for an offer to be made.

Applicant's Signature _____ Date _____

Authorization to check references

I hereby authorize the Community Violence Intervention Center to contact anyone it deems appropriate to investigate or verify an information I've provided and to discuss my suitability for employment, background, past performance, education, or related matters. I expressly consent to any discussions regarding the foregoing, and I voluntarily and knowingly waive all rights to bring any action for defamation, invasion of privacy, or similar cause of action against anyone providing or requesting such information.

Signature _____ Date _____

Note:
 Employment applications will be kept on file for six months from the date the application is completed. All current applications that meet the qualifications will be reviewed when a vacancy occurs. Once an application reaches the "expiration" date, it will be removed from the file.

It is the policy of CVIC not to discriminate against its employees, prospective employees, clients or prospective clients on the basis of race, color, creed, religion, national origin, gender, status with regards to public assistance, physical or mental disability, sexual orientation, religious belief, age, or county of residence. It is also the policy of CVIC not to discriminate against any individual who may have, or is perceived to have the HIV virus or AIDS. Any person who feels that he or she has been aggrieved by discrimination based on such status or perceived status may file a grievance according to CVIC's grievance policy.



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