

# Community Resource Center - Employment Application

## An Equal Opportunity Employer

**PERSONAL INFORMATION:**

NAME (LAST, FIRST, MIDDLE):	DATE:
PRESENT ADDRESS (STREET, CITY, STATE, ZIP):	
PERMANENT ADDRESS (STREET, CITY, STATE, ZIP):	
PHONE NUMBER:	
REFERRED BY:	

**EMPLOYMENT DESIRED:**

POSITION DESIRED:	
DATE YOU CAN START:	SALARY DESIRED:
ARE YOU EMPLOYED NOW?	MAY WE CONTACT YOUR CURRENT EMPLOYER?
HAVE YOU EVER APPLIED OR WORKED FOR COMMUNITY RESOURCE CENTER?	IF YES, WHEN?
DO YOU HAVE ANY FRIENDS OR RELATIVES WORKING FOR THE COMMUNITY RESOURCE CENTER?	
IF YES, STATE NAME(S) AND RELATIONSHIP:	

**OTHER INFORMATION:**

IF HIRED, WOULD YOU HAVE A RELIABLE MEANS OF TRANSPORTATION?  YES  NO

ARE YOU AT LEAST 18 YEARS OLD? (IF UNDER 18, HIRE IS SUBJECT TO VERIFICATION THAT YOU ARE OF MINIMUM LEGAL AGE.)  YES  NO

IF HIRED, CAN YOU PRESENT EVIDENCE OF YOUR U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO LIVE AND WORK IN THIS COUNTRY?  YES  NO

TO THE BEST OF YOUR KNOWLEDGE, ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT REASONABLE ACCOMMODATIONS?  YES  NO

IF NO, DESCRIBE THE FUNCTIONS THAT CANNOT BE PERFORMED:

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(NOTE: WE COMPLY WITH THE ADA AND CONSIDER REASONABLE ACCOMMODATION MEASURES THAT MAY BE NECESSARY FOR ELIGIBLE APPLICANTS / EMPLOYEES TO PERFORM ESSENTIAL FUNCTIONS. HIRE MAY BE SUBJECT TO PASSING A MEDICAL EXAMINATION, SKILL AND AGILITY TESTS AND A FINGERPRINT / BACKGROUND CHECK.)

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Have you ever been convicted of (1) any criminal offense involving theft, dishonesty or fraud, (2) any criminal offense involving violence or assault, or (3) any felony. In answering this question, the following convictions do not require you to respond "Yes": (1) any marijuana-related conviction that occurred more than 2 years ago; (2) a conviction for any offense for which you were referred to, and participated in, a pre- or post-trial diversion program; (3) any conviction that has been sealed, expunged or eradicated by order of the Court, or (4) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by the Court.

YES       NO

If Yes, Provide the following Information:

Date of Conviction: \_\_\_\_\_ County and State of Conviction: \_\_\_\_\_

Offense Convicted of: \_\_\_\_\_

PLEASE NOTE: An affirmative response will not result in your automatic disqualification from employment.

### EDUCATION:

SCHOOL	NAME AND LOCATION	GRADUATE		MAJOR	GPA
		YES	NO		
HIGH SCHOOL					
COLLEGE / UNIVERSITY					
OTHER (SPECIFY)					

### FORMER EMPLOYERS: LIST THE LAST FOUR EMPLOYERS STARTING WITH THE MOST RECENT.

DATE <small>(MONTH AND YEAR)</small>	NAME AND PHONE NUMBER OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER	
					YES	NO
FROM:						
TO:						
FROM:						
TO:						
FROM:						
TO:						
FROM:						
TO:						

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**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS AND PHONE NUMBER	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW.**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, including a fingerprint and background check and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand that CRC is an "at-will" employer, and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature