

**COMMUNITY ACTION COMMISSION OF ERIE, HURON & RICHLAND COUNTIES, INC.  
APPLICATION FOR EMPLOYMENT**

The Community Action Commission of Erie, Huron & Richland Counties, Inc. reaffirmed its policy of non-discrimination on May 15, 1980, pursuant to the provisions of Title VI of the Civil Rights Act of 1964.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

SSN# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Are you willing to travel? \_\_\_\_\_

Are you employed now? \_\_\_\_\_ What is your position? \_\_\_\_\_

Do you have adequate transportation? \_\_\_\_\_

Do you have physical limitations which prevent you from performing the job you applied for? \_\_\_\_\_

If you answered yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**Education**

School	Name & location Of school	Course of Study	Years Completed	Graduate Yes/no	Type of Degree/diploma
College					
High school					
Other					

Are you related to anyone employed at CACEHR? \_\_\_\_\_

Are you related to anyone on the CACEHR Board of Trustees? \_\_\_\_\_

List military record, if applicable \_\_\_\_\_

Name, address and telephone number of the person to be notified in case of an emergency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a crime in the last five years? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

### Record of Previous Employment

Company Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Rate of pay: \_\_\_\_\_  
Job title / describe duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Rate of pay: \_\_\_\_\_  
Job title / describe duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company name: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Rate of pay: \_\_\_\_\_  
Job title / describe duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company name: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Rate of pay: \_\_\_\_\_  
Job title / describe duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

May we contact your current employer? \_\_\_\_\_

Please list any other training or skills you may have: \_\_\_\_\_  
\_\_\_\_\_

Please list any community activities you are or have been involved with and your position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal references**

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ How many years known? \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone no: \_\_\_\_\_ How many years known? \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone no: \_\_\_\_\_ How many years known? \_\_\_\_\_

Before a potential employee can be hired by CACEHR, he/she must pass a pre-employment drug screening process and undergo FBI/BCI background checks without any convictions listed.

I certify that the answers given on this application are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Do not write below

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Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Results of reference checks**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_