

MUSKINGUM COUNTY COMMUNITY ACTION AGENCY

APPLICATION FOR EMPLOYMENT

As an equal opportunity employer Muskingum County Community Action does not discriminate in its employment decisions on the basis of race, color, religion, national origin, gender, age, military or veteran status, disability, genetic information, or on any other basis that would be in violation of any applicable federal, state, or local law. Any applicant who feels that he or she has been discriminated against is encouraged to report the incident immediately to the EEO Officer.

Instructions: Your interest in employment with our Agency is appreciated. This application is the initial step in the selection process, and it will help us assess your qualifications, work history, experience and training. You must complete this application, in full, to be considered for employment. If you have a resume, you may attach it to this application form, however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. Please write legibly.

If you need assistance completing this form because of a disability, please request that the EEO Officer provide someone to assist, or you may request some other reasonable accommodation.

Information About You

Name _____
Last Middle First

Address _____
Number Street City Zip Code Telephone

Social Security Number ____-____-____

Your Social Security Number is voluntary upon completing this application, however, upon appointment, it is mandatory that you provide it. Your SSN may be lawfully required for purposes including but not limited to general identification, tax information, identification of obligors under child support orders, and detection of welfare fraud.

Are you over 18 years old? Yes ___ No ___

Have you ever been convicted of a crime? Yes ___ No ___

A felony conviction will not automatically exclude you from consideration

Have you ever been employed by this Agency? Yes ___ No ___

If yes, what job did you hold? _____

Do you have a secondary employment that will continue if you are hired by this Agency? Yes ___ No ___

If yes, list the nature of the employment _____

Are you eligible for employment in the United States? Yes ___ No ___

[If hired, you'll be required to provide proper identification & verification of employment eligibility]

Present Or Most Recent Employer

Reason[s] for Leaving

List all other employers for whom you have been employed and the dates of your employment.

Name of Organization	Dates Employed	
_____	___/___/___	to ___/___/___
_____	___/___/___	to ___/___/___
_____	___/___/___	to ___/___/___

Your Education and Training

Circle the last year of formal education completed

0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	1	2	3	4
Primary Education												College								Trade School				

High School Attended _____ College _____

Trade School _____

Diplomas, Degrees or Certificates Achieved

Describe courses or training you've received which you feel will help you perform the job for which you are applying.

About The Job For Which You Are Applying

You will be given a copy of the job description for the job for which you are applying. Please review the description so that you understand job requirements. Proceed in answering the remainder of questions on this application form.

Can you perform the essential functions of the job [with or without a reasonable accommodation]?

Yes ___ No ___

If no, please describe:

Do you feel that you will need additional training in any areas to effectively perform the job? Yes__ No__

Explain:

Expected Hourly Rate

Full-time _____

Part-time _____

Any

Do you want: Intermittent _____

Temporary _____

If hired, when will you be available to work? ____/____/____

List any schedule restrictions:

List all job equipment that you are qualified to operate:

Please read the statements below, and upon your understanding and agreement, sign in the spaces provided. No application will be considered which is not signed.

Applicant Understanding and Agreement

In signing below, I am verifying that all of the information I've provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. If I am hired, and the Agency subsequently discovers that information provided on this application is inaccurate or incomplete, I understand that this may be sufficient cause for separation from employment.

I understand that this application is not (and is not intended to be) a contract of employment and that employment with the Agency does not constitute a contractual employment relationship. I further understand that the Agency is at-will, which means that either I or the Agency may terminate the employment relationship at any time, with or without cause or prior notice.

Applicant Signature

____/____/____
Date