

Clinch Valley Community Action, Inc.

EMPLOYMENT APPLICATION

Clinch Valley Community Action, Inc. OFFERS EQUAL EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP STATUS, AGE, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, OR PAST, PRESENT OR FUTURE SERVICE IN THE UNIFORMED SERVICES OF THE U.S., OR ANY OTHER LEGALLY PROTECTED STATUS.

NAME Last First Middle DATE

ADDRESS Number & Street City State Zip Code

DAY PHONE ALTERNATE PHONE

POSITION(S) APPLIED FOR

Availability: Full-time Part-time Temporary Shift Work

Have you applied with us before? Yes No

Have you worked for us before? Yes No

If yes, please provide dates, positions held

Are you at least 18 years of age? Yes No

(Employment is subject to verification of minimum legal age)

Are you legally authorized to work in the United States? Yes No

(Documented proof of identity and eligibility for employment in the US is required, such as a driver's license, Social Security Card, Birth Certificate and/or Immigration and Naturalization Service Documents)

Have you ever been convicted of a violation of the law except for a minor traffic violation? Yes No

If yes, please explain (A conviction does not automatically cause rejection of your application. Rather, such factors as age and date of conviction, nature and seriousness of the crime, and rehabilitation will be considered.)

If the position applied for requires driving, do you have an appropriate license? Not Applicable Yes No

If the position applied for requires overnight travel or an ability to work unusual hours, can you meet that requirement? Not Applicable Yes No

How soon can you report to work?

EDUCATION

Table with 5 columns: SCHOOLS, NAME/LOCATION, YEARS COMPLETED, DIPLOMA/DEGREE, STUDIES. Rows include High School, College/University, Technical/Other, Honors/Awards.

SPECIALIZED TRAINING, JOB-RELATED SKILLS

Include apprenticeships, extracurricular activities, qualifications from employment and other experiences.

PROFESSIONAL/TRADE/BUSINESS/ CIVIC ORGANIZATIONS

You may exclude those that could tend to indicate race, color, religion, national origin, disability, or other protected status.

REFERENCES

List three references other than previous employers, relatives, and current employees.

Name Address Phone

Name Address Phone

Name Address Phone

EMPLOYMENT HISTORY

List your entire employment history and account for any gaps in employment.

List last or present employer first; includes military service. If you need additional space, please attach a separate sheet of paper.

Employer _____ Phone _____
Address _____ May we contact Yes ___ No ___
Position _____ Supervisor _____
Dates of Employment _____ Salary _____
Duties/Responsibilities _____

Reason for Leaving _____

Employer _____ Phone _____
Address _____ May we contact Yes ___ No ___
Position _____ Supervisor _____
Dates of Employment _____ Salary _____
Duties/Responsibilities _____

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Address _____ May we contact Yes ___ No ___
Position _____ Supervisor _____
Dates of Employment _____ Salary _____
Duties/Responsibilities _____

Reason for Leaving _____

Have you ever been discharged or asked to resign from a job? Yes ___ No ___
If yes, explain: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

This application shall be considered active for not more than 45 days. After that time, applicants will be required to complete a new application form.

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of any facts on my application, resume, or during any interview, may result in refusal of employment or, if employed, termination from the Company's employment.

I understand that the Company may check on job references and other information. I authorize my former employers and others to give information to the Company and hereby release my former employers, others supplying formation and the Company, its employees and agents from any liability whatsoever from such disclosure.

I have received the separate disclosure informing me that a consumer report may be obtained and I authorize the Company to obtain from time to time a "consumer report" as defined in the Fair Credit Reporting Act from a consumer reporting agency (such as a credit bureau) concerning me. I understand the Company may use consumer reports in connection with my employment and I agree that they are relevant for this purpose. I will hold the Company harmless from its use of these reports in this manner.

Any offer of employment I may receive from the Company is contingent upon my successful completion of the Company's total pre-employment screening process, including satisfactory completion of any post-job offer pre-employment physical examination the Company may require.

I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to alcohol or drug screening.

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In the event I am employed, I acknowledge that any such employment is at will and that employment and compensation can be terminated with or without cause and with or without notice at any time at the option of the Company or myself. I understand that no representative other than the President has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any representations contrary to the foregoing are expressly disavowed, shall not be binding upon and should not be relied upon by any prospective or existing employee, unless made in writing and signed by the President. I further acknowledge that any personnel manual, handbook, publication, policy, procedure, rule or regulation that may now or in the future apply to me is not contractual in nature and does not modify the foregoing at-will employment relationship.

Signature of Applicant _____ Date _____

DISCLOSURE FOR CONSUMER REPORT

Clinch Valley Community Action, Inc. may obtain a Consumer Report for employment purposes.

I acknowledge receipt of this Disclosure:

Date: _____

Applicant's Signature