**AN EQUAL OPPORTUNITY EMPLOYER**

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| **Application for Employment** |

**Mountain Community Action Program, Inc.**

 **P.O. Box 1008 - 602 South Iron Street**

 **Marion, VA 24354**

**Phone: (276) 783-7337 Fax: (276) 783-3721**

**PLEASE PRINT**

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| **Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Executive Director.** |

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| **Position(s) applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of application \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_****Referral Source \_\_\_\_ Advertisement \_\_\_\_ Employee \_\_\_\_ Relative \_\_\_\_ Government Employment Agency** **\_\_\_\_ Walk-ins \_\_\_\_ Private Employment Agency Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Name of source (if applicable)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Last First Middle****Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Street City State Zip Code****Telephone # ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # ( \_ ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**If necessary, best time to call you at home is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact you at work? ……………………………………………………………………………………….. \_\_\_\_ Yes \_\_\_\_ No**

**If yes, work number and best time to call\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you at least 21 years of age …………………………………………………………………………………… \_\_\_\_ Yes \_\_\_\_ No**

**If no, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you submitted an application here before? ………………………………………………………………. \_\_\_\_ Yes \_\_\_\_ No**

**If yes, give date(s) and position(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever been employed here before? ……………………………………………………………………… \_\_\_\_ Yes \_\_\_\_ No**

**(If yes, please provide dates of employment)**

**From: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_**

**Are you legally eligible for employment in this country? ……………………………………………………….. \_\_\_\_ Yes \_\_\_\_ No**

**Date available for work \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ Desired salary range: ………………… $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of employment desired: \_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_ Temporary \_\_\_\_Seasonal \_\_\_\_Educational Co-op**

**Will you relocate if job requires it? ……. \_\_\_\_ Yes \_\_\_\_ No Will you travel if job requires it? ………. \_\_\_\_ Yes \_\_\_\_ No**

**Are you able to meet the attendance requirements of the position? …………………………………………… \_\_\_\_ Yes \_\_\_\_ No**

**Will you work overtime if required? …………………………………………………………………………….. \_\_\_\_ Yes \_\_\_\_ No**

**If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever been bonded? ……………………………………………………………………………………… \_\_\_\_ Yes \_\_\_\_ No**

**Have you ever pled “guilty” or “no contest” to, or been convicted of a crime: ………………………………. \_\_\_\_ Yes \_\_\_\_ No**

**If yes, please provide date(s) and details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANSWERING “YES” TO THESE QUESTIONS DOES NOT CONSTITUTE AND AUTOMATIC BAR TO EMPLOYMENTS.**

**FACTORS SUCH AS DATE OF THE OFFENSE AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.**

**Driver’s license number if driving is an essential job function \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **EMPLOYMENT HISTORY** |

**Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent**

**(Please use additional sheets if necessary) Explain any gaps in employment in comments section below.**

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| **EMPLOYER TELEPHONE** **( )** | **DATES EMPLOYED** | **SUMMARIZE THE TYPE OF WORK****PERFORMED AND JOB RESPONSIBILITIES** |
| **FROM** | **TO** |
| **ADDRESS** |  |  |  |
| **STARTING JOB TITLE/FINAL JOB TITLE** | **HOURLY RATE/SALARY** |  |
| **STARTING** |
| **IMMEDIATE SUPERVISOR AND TITLE** | **$** | **PER** |  |
| **REASON FOR LEAVING** | **HOURLY RATE/SALARY** |  |
| **FINAL** |
| **MAY WE CONTACT FOR REFERENCE?** **\_\_\_\_\_YES \_\_\_\_\_ NO \_\_\_\_\_ LATER** | **$** | **PER** |  |
| **EMPLOYER TELEPHONE** **( )** | **DATES EMPLOYED** | **SUMMARIZE THE TYPE OF WORK****PERFORMED AND JOB RESPONSIBILITIES** |
| **FROM** | **TO** |
| **ADDRESS** |  |  |  |
| **STARTING JOB TITLE/FINAL JOB TITLE** | **HOURLY RATE/SALARY** |  |
| **STARTING** |
| **IMMEDIATE SUPERVISOR AND TITLE** | **$** | **PER** |  |
| **REASON FOR LEAVING** | **HOURLY RATE/SALARY** |  |
| **FINAL** |
| **MAY WE CONTACT FOR REFERENCE?** **\_\_\_\_\_YES \_\_\_\_\_ NO \_\_\_\_\_ LATER** | **$** | **PER** |  |
| **EMPLOYER TELEPHONE** **( )** | **DATES EMPLOYED** | **SUMMARIZE THE TYPE OF WORK****PERFORMED AND JOB RESPONSIBILITIES** |
| **FROM** | **TO** |
| **ADDRESS** |  |  |  |
| **STARTING JOB TITLE/FINAL JOB TITLE** | **HOURLY RATE/SALARY** |  |
| **STARTING** |
| **IMMEDIATE SUPERVISOR AND TITLE** | **$** | **PER** |  |
| **REASON FOR LEAVING** | **HOURLY RATE/SALARY** |  |
| **FINAL** |
| **MAY WE CONTACT FOR REFERENCE?** **\_\_\_\_\_YES \_\_\_\_\_ NO \_\_\_\_\_ LATER** | **$** | **PER** |  |

**Comments (Including Explanation of any Gaps in Employment):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SKILLS AND QUALIFICATIONS: Summarize any special skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **EDUCATIONAL BACKGROUND (if job related)** |

**A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any.**

**D. Grade Point Average or Class Rank. E. Major Field of study. F. Minor field of study (if applicable).**

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| **A. SCHOOL** | **B. NUMBER OF YEARS COMPLETED** | **C. DEGREE OR****DIPLOMA** | **D. GPA OR****CLASS RANK** | **E. MAJOR** | **F. MINOR** |
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| **REFERENCES** |

**List name and telephone number of three (3) business/work references who are NOT related to you and are NOT previous supervisors.**

**If not applicable, list three (3) school or personal references who are not related to you.**

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| **NAME** | **TELEPHONE** | **NO. OF YRS****KNOWN** |
|  | **( )** |  |
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| **ADDITIONAL INFORMATION** |

**List professional, trade, business, or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin,**

**citizenship, age, mental or physical disabilities, veteran/reserve, National Guard, or any other similarly protected status.**

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| **ORGANIZATION** | **OFFICES HELD** |
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**List special accomplishments, publications, awards, etc. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or**

**physical disabilities, veteran/reserve, National Guard, or any other similarly protected status.**

**List any additional information you would like us to consider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **APPLICANT STATEMENT** |

**I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.**

**I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer’s service, whenever it is discovered. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.**

**I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.**

**If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.**

**I also understand that if I am hire, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.**

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| **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.****I certify that I have read, fully understand and accept all terms of the foregoing****Applicant Statement.****Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_** |