

Caldwell Senior Center, Inc.

(SSN Voluntary, for Record Keeping and Data Processing Only)

Application for Employment

Date of Application _____

Social Security Number	Last Name	First Name	Middle Name
Address (Street number and name)		City	County
State	Zip Code	Phone (Home or where you can be reached)	Business Phone

Are you related by blood or marriage to any person now working for Caldwell Senior Center, Inc. YES NO
 If yes, give name, relationship to you. _____

If subject to Military Selective Service registration, certify compliance by initialing dotted line

Military Service

Have you served honorably in the Armed Forces of the United States on active duty for reasons other than training? YES NO

Do you wish to declare a service-connected disability? YES NO

Are you a member of the Military Reserves? YES NO Branch: _____ Rank: _____

CHECK the types of work you will accept: 1. Permanent full-time 2. Permanent part-time 3. Temporary full-time 4. Temporary part-time
 5. Any of the preceding 6. Work involving Travel

If you are not available for work now, enter the earliest date you could begin work (mo/day/yr.) _____

Job Applied For Enter the specific title of the job for which you are applying. _____

Referral Source

Please indicate your referral source: _____

If you were referred by the Employment Security Commission (Job Service) please indicate which local office: _____

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools	Name and Location	Dates Attended (mo/yr) From: To:	Grad? YES <input type="checkbox"/> NO <input type="checkbox"/>	S/Q Hrs.	Major/Minor Course Work	Type of Degree Received
High School			YES <input type="checkbox"/> NO <input type="checkbox"/>			
College(s) University (s)			YES <input type="checkbox"/> NO <input type="checkbox"/>			
Graduate or Professional			YES <input type="checkbox"/> NO <input type="checkbox"/>			
Other educational, vocational school, internships, etc.			YES <input type="checkbox"/> NO <input type="checkbox"/>			

Special training programs and seminars you have completed in the last five years (list):

Membership in professional, honorary, or technical societies (list):

Licenses and certifications (List, giving dates and sources of issuance):

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) YES NO (If yes, explain fully on an additional sheet.)

Equal Opportunity Information (optional)

Caldwell Senior Center, Inc. policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. Sex or age is a bona fide occupational qualification in a small number of the Caldwell Senior Center, Inc. jobs. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

Date of Birth _____

Check One
 SEX (male) (female)

DISABILITY: "Disability means, with respect to an individual: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment" (Americans with Disabilities Act of 1990). Persons without a disability should check item A. The reporting of a **disability is strictly VOLUNTARY**. Persons with disabilities who **DO NOT WISH** to report their disabilities should check item A. Information reported on this form will be kept confidential as required by State law. Public disclosure of this information without your consent would be a violation of G.S. 126-27.

ETHNIC GROUP

1. White (non-Hispanic)
2. Black (non-Hispanic)
3. Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
4. Asian (including Pacific Islander)
5. American Indian (including Alaskan native)

- | | |
|---|--|
| A <input type="checkbox"/> None/Prefer not to report
B <input type="checkbox"/> Blind or severely visually impaired
C <input type="checkbox"/> Deaf or severely hearing impaired
D <input type="checkbox"/> Loss of limited use of arms and/or hands
E <input type="checkbox"/> Non-ambulatory (must use wheelchair)
F <input type="checkbox"/> Other orthopedic impairment (including amputation, arthritis, back injury, cerebral palsy, spina bifida, etc.) | G <input type="checkbox"/> Respiratory impairment
H <input type="checkbox"/> Nervous system/Neurological disorder
I <input type="checkbox"/> Mentally restored
J <input type="checkbox"/> Mental retardation
K <input type="checkbox"/> Learning disability
L <input type="checkbox"/> Others (heart disease, diabetes, speech impairment)
M <input type="checkbox"/> Other (please specify) _____ |
|---|--|

WORK HISTORY (include volunteer experience) Use Additional Sheets if Necessary

Current or Last Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	May We Contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)	Full Time Years Months	Part Time Years Months	If part time, number of hours worked per week:	

List major duties in order of their importance in the job:

Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	May We Contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)	Full Time Years Months	Part Time Years Months	If part time, number of hours worked per week:	

List major duties in order of their importance in the job:

Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	May We Contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)	Full Time Years Months	Part Time Years Months	If part time, number of hours worked per week:	

List major duties in order of their importance in the job:

Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending Salary \$ _____ per	Reason for Leaving	May We Contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)	Full Time Years Months	Part Time Years Months	If part time, number of hours worked per week:	

List major duties in order of their importance in the job:

REFERENCES List names and addresses of three persons (not relatives) who have known you for some time.

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)

Signature of Applicant (unsigned applications will not be processed)

Date