



**Greater Bergen Community
Action, Inc.**
392 Main Street
Hackensack, NJ 07601
201-968-0200
GreaterBergen.Org

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Expected Salary Range: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you related to anyone currently or previously employed by our company? YES NO If yes, name and relationship? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Responsibilities: _____

Start Date: _____ End: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Additional Information

Relevant skills, certifications, and talents: _____

Rate your computer proficiency:

Typing _____ Words per Minute
MS WORD _____ Years Utilized _____
MS EXCEL _____ Years Utilized _____
MS POWERPOINT _____ Years Utilized _____

OTHER PROGRAMS:

Disclaimer and Signature

GBCA Inc. is an equal opportunity employer. GBCA, Inc. does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, gender, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment any obligation for GBCA, Inc. to hire me. If I am hired, I understand that either GBCA, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of GBCA, Inc. has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to GBCA, Inc. true and complete information on this application. No requested information has been concealed. I also understand that GBCA, Inc. may request to contact references provided for employment reference checks, and under consistent hiring practices, may require pre-employment screening and background verification as a condition of employment upon any employment offer. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature: _____ Date: _____