



trust. healing. justice.

BIVONA CHILD ADVOCACY CENTER IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

EMPLOYMENT APPLICATION

- DIRECTIONS:
- TYPE OR PRINT, USING BLACK OR BLUE INK
 - IF YOU NEED ADDITIONAL SPACE, ATTACH A SUPPLEMENTAL SHEET
 - SIGN THE COMPLETED APPLICATION

NAME (LAST)	(FIRST)	(MIDDLE)
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)	PHONE NO. DAY	PHONE NO. EVENING
IF HIRED CAN YOU PROVIDE PROOF OF CITIZENSHIP OR LEGAL RIGHT TO WORK?		YES _____ NO _____
HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS? YES _____ NO _____. IF YES, PLEASE EXPLAIN. (A CRIMINAL BACKGROUND CHECK IS REQUIRED OF ALL APPLICANTS TO ENSURE THE SAFETY OF CHILDREN AND THE INTEGRITY OF THE AGENCY.)		
HAVE YOU EVER BEEN INDICATED IN A CHILD PROTECTIVE CASE? YES _____ NO _____ IF YES, PLEASE EXPLAIN.		
POSITION		
TYPE OF POSITION APPLYING FOR:		SOURCE OF REFERRAL:
WILL YOU TRAVEL IF THE JOB REQUIRES IT? YES _____ NO _____		
DATE AVAILABLE _____	POSITION DESIRED: _____ FULL TIME _____ PART TIME	
WHAT IS YOUR DESIRED SALARY RANGE OR HOURLY RATE OF PAY? \$ _____ PER _____		

EMPLOYMENT HISTORY

STARTING WITH YOUR MOST RECENT EMPLOYER, PROVIDE THE FOLLOWING INFORMATION. ADDITIONAL PAPER MAY BE ATTACHED IF NEEDED.

1. EMPLOYER	DATES EMPLOYED:	START DATE	END DATE
STREET ADDRESS, CITY, STATE, ZIP CODE		PHONE NO.	
FINAL JOB TITLE	IMMEDIATE SUPERVISOR/TITLE		
WHY DID YOU LEAVE			
SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
WHAT WAS YOUR FINAL WEEKLY/MONTHLY SALARY?			
MAY WE CONTACT YOUR CURRENT EMPLOYER FOR REFERENCE? YES _____ NO _____			
2. EMPLOYER	DATES EMPLOYED:	START DATE	END DATE
STREET ADDRESS, CITY, STATE, ZIP CODE		PHONE NO.	
FINAL JOB TITLE	IMMEDIATE SUPERVISOR/TITLE		
WHY DID YOU LEAVE			
SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
WHAT WAS YOUR FINAL WEEKLY/MONTHLY SALARY?			
3. EMPLOYER	DATES EMPLOYED:	START DATE	END DATE
STREET ADDRESS, CITY, STATE, ZIP CODE		PHONE NO.	
FINAL JOB TITLE	IMMEDIATE SUPERVISOR/TITLE		
WHY DID YOU LEAVE			
SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
WHAT WAS YOUR FINAL WEEKLY/MONTHLY SALARY?			

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resigned from a job: _____ Yes _____ No

If yes, please explain:

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

__ Windows – Year(s) _____	__ Internet – Year(s) _____
__ Microsoft Excel – Year(s) _____	__ Microsoft Access – Year(s) _____
__ Microsoft Outlook – Year(s) _____	__ Microsoft Publisher – Year(s) _____
__ Microsoft PowerPoint – Year(s) _____	__ Other _____ Year(s) _____

Educational Background

Starting with your most recent school attended, provide the following information:

<u>School (Include City & State)</u>	<u>Years Completed</u>	<u>GED</u>	<u>Diploma</u>	<u>Degree</u>	<u>Certification</u>
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References

List name and telephone number of **three** business/work references who are not related to you and are not previous supervisors. If not application, list **three** school or personal references **who are not related** to you.

<u>Name</u>	<u>Title</u>	<u>Relationship To You</u>	<u>Telephone No.</u>	<u>No. of Yrs. Known</u>
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APPLICANT STATEMENT

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

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 truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any 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 for me 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 with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or 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 or 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 Executive Director.

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

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) eliminate me from further consideration for employment, or (2) many result in my immediate discharge from the employer's service, whenever it is discovered.

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: __/__/____