

Champlain Valley Office of Economic Opportunity, Inc. (CVOEO)

Employment Application

CVOEO is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

APPLICANT INFORMATION

Full Name: _____ Date: _____

Last _____ First _____ M.I. _____

Address: _____

Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP Code _____

Phone: (_____) _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applying For: _____

Are you authorized to work in the U.S.? Yes No Proof of authorization will be required upon hire.

Have you ever worked for this agency? Yes No If yes, where and when? _____

Does a family member currently work for this agency? Yes No If yes, explain _____

Have you ever been convicted of a crime? Yes No If yes, when, where, and disposition of the case: _____

(A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATIONS, AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION AND REHABILITATION WILL BE TAKEN INTO ACCOUNT)

EDUCATION

High School: _____ Address: _____

Highest grade completed: _____ Did you graduate? Yes No Concentration: _____

College: _____ Address: _____

Highest grade completed: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

Highest grade completed: _____ Did you graduate? Yes No Degree: _____

PREVIOUS EMPLOYMENT- List Last Three, Starting With Most Recent

Company: _____ Phone: (_____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ **Phone:** () _____
Address: _____ **Supervisor:** _____
Job Title: _____ **Starting Salary:** \$ _____ **Ending Salary:** \$ _____
Responsibilities: _____
From: _____ **To:** _____ **Reason for Leaving:** _____
May we contact your previous supervisor for a reference? Yes No
Company: _____ **Phone:** () _____
Address: _____ **Supervisor:** _____
Job Title: _____ **Starting Salary:** \$ _____ **Ending Salary:** \$ _____
Responsibilities: _____
From: _____ **To:** _____ **Reason for Leaving:** _____
May we contact your previous supervisor for a reference? Yes No

POSITION REQUIREMENTS

Can you physically perform the duties of the job for which you are applying? Yes No If not, please explain:

Some positions require driving for company business. Is there anything on your driving record that would prohibit you from being insured under the company's automobile insurance policy?
 No Yes If yes, please explain:

REFERENCES – List Three Professional References

1. Name: _____ **Relationship:** _____
Company: _____ **Phone:** () _____
Address: _____ **Email:** _____
2. Name: _____ **Relationship:** _____
Company: _____ **Phone:** () _____
Address: _____ **Email:** _____
3. Name: _____ **Relationship:** _____
Company: _____ **Phone:** () _____
Address: _____ **Email:** _____

DISCLAIMER AND SIGNATURE

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for CVOEO to hire me. If I am hired, I understand that either CVOEO 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 CVOEO has the authority to make any assurance to the contrary. I attest with my signature below that I have given to CVOEO true and complete information on this application. No requested information has been concealed. I authorize CVOEO to contact references provided for employment reference checks. 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: _____