

New River Community Action, Inc.

644 West Main Street, Radford, Virginia 24141 / phone (540) 633-5133/ fax (540) 633-2585

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

To applicant: This application must be completed in full in order for you to be considered for employment. This application will only be considered for 60 days. It is the Agency's policy to recruit, employ, retain, promote, compensate, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence without regard to race, color, religion, gender, national origin, disability, age or any other status protected by applicable law.

Position applied for _____ Date _____

Note: This application will only be considered for the position as listed above. Each position requires a separate application.

Full Legal Name _____ Social Security No _____
Last First Middle

Present Address _____
Street City State Zip

Telephone No. _____ if no phone, how may we contact you? _____ Email address _____

Are you legally eligible for employment in the U.S.A.? yes no State age if under 18 _____

Note: Upon employment, you are required to provide genuine documentation establishing your identity and eligibility to be legally employed in the United States.

Applying for: Full Time Part Time Specify days and hours if part-time _____

RECORD OF EDUCATION

School	Name of School	Major Course of Study	Did you graduate?	List Diploma or Degree with concentrations and/or minors
High or GED			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Training or Degrees			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Transcript of Academic Records: Attach a copy of your proof of education from most recent completed education.

PERSONAL REFERENCES (not Former Employers or Relatives)

Name	Occupation	Address	Home Phone	Work Phone	Email address

WORK EXPERIENCE

Give your full employment record - start with your current or most recent employment. We assume we have your permission to contact these firms unless you indicate to the contrary. Please include related significant volunteer and/or intern experience.

1

Company Information								
Company Name								
Address								
Telephone								
Supervisor								
Employed	From (Mo. Yr.)		To (Mo. Yr.)		Beginning Salary		Ending Salary	
Position Title				Reason for Leaving				
Describe duties you performed:								

2

Company Information								
Company Name								
Address								
Telephone								
Supervisor								
Employed	From (Mo. Yr.)		To (Mo. Yr.)		Beginning Salary		Ending Salary	
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3

Company Information								
Company Name								
Address								
Telephone								
Supervisor								
Employed	From (Mo. Yr.)		To (Mo. Yr.)		Beginning Salary		Ending Salary	
Position Title				Reason for Leaving				
Describe duties you performed:								

If you need additional space, please continue on a separate sheet of paper.

May we contact the employers listed above? _____ If not, indicate by number which one(s) you do not wish us to contact _____

Have you ever been discharged from any employment or asked to resign? yes no if yes, please explain:

Account for any full month since leaving school (high school or college) that you were not working:

Were you previously employed by New River Community Action? Yes No If Yes, please complete the following:

Dates employed _____ to _____ Position _____

Supervisor _____ Reason for leaving _____

ADDITIONAL INFORMATION

List any other experience, skills, seminars and/or training or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.

Please list any relatives who are employed by or serve on the Board of Directors of New River Community Action or Advisory Council.

Have you ever been convicted of a felony or a misdemeanor related to abuse, neglect, or exploitation of children or adults?
 Yes No.

If yes, please describe what you were convicted for, the date of the conviction, and the jurisdiction where you were convicted:

You will be required to submit to a criminal background check or provide information concerning your criminal history. A criminal conviction will not necessarily be a bar to employment with New River Community Action. The nature of the conviction, the date of the conviction, and the relationship of the conviction to the job sought, as well as other legitimate factors, will all be considered.

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?

Yes No

If you have any question as to what functions are applicable to the position for which you are applying, please ask before you answer this question.

PLEASE READ AND SIGN BELOW

I certify that all answers given by me are true, accurate and complete, I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) whether intentional or unintentional, may be cause for denial of employment, immediate termination of employment or other appropriate disciplinary action, regardless of when or how discovered.

I understand that New River Community Action, Inc. may obtain an investigative consumer report or a credit report. If either such reports are required, I understand that I will be provided other information consistent with the Fair Credit Reporting Act.

Except as otherwise noted on this application, I authorize New River Community Action to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. I understand and agree that if I am employed that my employment will be considered at-will and that neither this application or any policy or procedure of New River Community Action, Inc. should be construed to be a contract of employment for any specific duration.

Signature of Applicant

Voluntary Affirmative Action Information

(Completion of information below is voluntary)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legal protected status.

Date _____

Position(s) applied for _____

Applicants Name _____

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that your survey is not a part of your official application for employment. It is considered confidential information that will not be used during any hiring decision.

Gender: CHECK ONE	
Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

Age: CHECK ONE	
Under 40	40 or Over
<input type="checkbox"/>	<input type="checkbox"/>

Race/Ethnicity: CHECK ONE						
White, not Hispanic or Latino	Black or African American, not Hispanic or Latino	Native Hawaiian or Other Pacific Islander, not Hispanic or Latino	Asian, not Hispanic or Latino	American Indian or Alaska Native, not Hispanic or Latino	Two or more races, not Hispanic or Latino	Hispanic or Latino
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To be completed by applicant – Not for interview purposes – To be filed separately from application.

This information is used to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitative Act or necessitated by another federal law or regulation.