

Application for Employment

Bell-Whitley Community Action Agency, Inc.

P.O. Box 159 129 Pine Street
Pineville, KY. 40977
(606) 337-3044



*“committed to improving our communities
...one life at a time”*

Bell-Whitley Community Action Agency, Inc. is an Equal Opportunity Employer. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status or any other characteristic protected by applicable or state law.

Bell-Whitley CAA, Inc. is a smoke-free building

PLEASE PRINT OR TYPE

Date of application: _____

Position (s) applied for: _____

Referral Source: Advertisement Friend Relative
 Walk-in Employment Agency Other _____

Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (Street Address)

_____ (City) _____ (State) _____ (Zip)

Telephone: (Work) () _____ Telephone: (Home) () _____

Social Security Number: _____

If you are under 18, can you furnish a work permit?

Have you filed an application here before? If Yes, give date: _____

Have you ever been employed here before? If Yes, give date: _____

Are you related to anyone who presently works at Bell-Whitley ?
If yes, who and how are you related: _____

Are you currently employed?

May we contact your present employer?

Are you prevented from lawfully becoming employed in this country because of Visa
or immigration Status? (**Proof of citizenship or immigration status will be required upon employment**)

On what date would you be available for work? _____

Are you available to work: Full Time Part Time

Are you on a lay-off subject to recall?

Can you travel if a position requires it?

Do you have an automobile and can you use it in your employment?

Do you have a valid driver's license?

Do you have a commercial driver's license?

Have you been convicted of a crime? (**The existence of a criminal record will not automatically disqualify you from the job for which you are applying.**)

YES	NO

If Yes, please explain: _____

(Continue on reverse side if necessary.)

Bell-Whitley Community Action Agency, Inc.

List professional, trade, business or civic activities and offices held.

(Exclude those that indicate race, color, religion, sex, national origin, age, handicap, marital status, sexual orientation, or political affiliation or belief).

Give name, address, and telephone number of three personal references that are not related to you and are not previous employers.

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
_____	_____	(____) _____
_____	_____	(____) _____
_____	_____	(____) _____

Employment Experiences

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex, national origin, age, handicap, marital status, sexual orientation, or political affiliation or belief. Please attach a resume to supplement the information requested below. Failure to provide all of the requested information may result in the disqualification of your application. If you need additional space, please continue on a separate sheet of paper.

Employer	Dates Employed From To		Work Performed
Address			
Job Title	Hourly Rate or Annual Salary Starting Final		Work Performed
Supervisor Phone			
Reason for Leaving			
Employer	Dates Employed From To		Work Performed
Address			
Job Title	Hourly Rate or Annual Salary Starting Final		Work Performed
Supervisor Phone			
Reason for Leaving			
Employer	Dates Employed From To		Work Performed
Address			
Job Title	Hourly Rate or Annual Salary Starting Final		Work Performed
Supervisor Phone			
Reason for Leaving			
Employer	Dates Employed From To		Work Performed
Address			
Job Title	Hourly Rate or Annual Salary Starting Final		Work Performed
Supervisor Phone			
Reason for Leaving			

Education

	Elementary School	High School	College/University Trade or Vocational School	Graduate/ Professional
School Name				
Grade Completed (circle highest level completed)	4 5 6 7 8	9 10 11 12	1 2 3 4	
Diploma / Degree				
Describe course of Study				
Describe specialized training, apprenticeship, skills, and/or extracurricular activities.				

Honors received: _____

State any additional information, including special skills and qualifications acquired, that you feel may be helpful to us in considering your application.

In case of Emergency Notify:

 (Name) (Address) (Telephone Number)

Agreement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to make an employment decision. I further authorize my former employers, and other references listed herein to furnish information regarding my performance, work habits, and such other information as Bell-Whitley CAA, Inc. may require in considering my application for employment. I agree that agency business needs may vary and agree that the following may be necessary: additional work time; rotating work schedule; a work schedule other than Monday through Friday.

I understand that my inclusion of false or misleading information on this application may be grounds for immediate dismissal from employment when discovered without regard to the length of my employment. I understand this application is not and is not intended to be a contract of employment. There is no guarantee of a job offer or job interview in completing this application blank. I further acknowledge that if hired, I will be an "at-will" employee. I agree and understand that the agency is an "employment at will" employer, and as such, my employment is for an indefinite period of time; and that the agency can change wages, benefits, and conditions at any time. **Bell-Whitley CAA, Inc. is an equal opportunity employer dedicated to respecting and promoting the unique identity of each client, child and family and will refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability and I acknowledge that if hired I will abide by these standards of conduct.** Due to the large number of applications received by Bell-Whitley CAA, Inc. and the competitive nature of the employment process, specific reasons for employment decisions will not be released.

In completing the application blank, applicant may be subject to the following pre-employment checks: Employment reference checks from former employers, Criminal Record Check, Driving Record Check and pre-employment Drug Screening.

 (Signature of Applicant)

 (Typed or Printed Name of Applicant)

 (Date)

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