

APPLICATION FOR EMPLOYMENT

AJFC Community Action Agency,
Inc.



We consider applicants for all positions based on qualifications without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours, or any other legally protected status.

How did you hear about this employment opportunity?

Name (Last)	(First)	(Middle) Initial)	
Present Address (Mailing Address)	City	State	Zip
	Email Address		Telephone
<input type="checkbox"/> Part – Time <input type="checkbox"/> Full – Time <input type="checkbox"/> Temporary			

Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? YES NO
 Have you been convicted of a felon within the last 7 years? YES NO

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain

Salary Desired	Date Available
Have you ever worked for AJFC before?	If yes, please give dates and positions

RECORD OF PREVIOUS EMPLOYMENT: *Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, provide company name and attach business references.*

Employer	Dates of Employment
Title	Number of employees supervised
Specific Duties	

Supervisor	May we contact employer <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving
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Have you been terminated or asked to resign? Yes No If yes, please explain circumstances:

Please fully explain any gaps in your employment history: _____

Please indicate any actual experience, special training, and qualifications that you have which you feel are relevant to the position for which you are applying: _____

Have you ever used another name? If yes, please provide name and reason for use. _____

If hired, can you furnish proof that you are over 18 and legally edible to work in the U.S.? _____

Are you capable of satisfactorily performing the essential job duties of the position for which you are applying for? If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job? _____

Education

School Name	Status	Course of Study/Degree	Specialized Training/Talent
High School:	Graduated <input type="checkbox"/> YES <input type="checkbox"/> NO Year: _____		
College/University:	Graduated <input type="checkbox"/> YES <input type="checkbox"/> NO Year: _____		
Graduate/Professional:	Graduated <input type="checkbox"/> YES <input type="checkbox"/> NO Year: _____		
Trade or Correspondence:	Graduated <input type="checkbox"/> YES <input type="checkbox"/> NO Year: _____		
Other:			

References: Please provide 2 professional and 1 personal reference.

Name	Occupation	Address	Telephone	Years Known

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant: _____ Date: _____

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.



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APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position at AJFC, I will comply with all rules and regulations of said Agency. I also understand that any offer of employment may be contingent upon the passing a physical examination, and drug screening. I consent to the disclosure of the results of any physical examination and related tests to AJFC. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

I understand that AJFC may investigate my driving record and my criminal record. I further understand that AJFC may contact my previous employers and I authorize those employers to disclose to AJFC all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to AJFC, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide AJFC with any pertinent information they may have regarding myself.

I hereby state that all the information that I provided on this application, or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by AJFC at any time and for any reason whatsoever, with or without good cause at the option of either AJFCAA or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the Chief Executive Director. No supervisor or representative of AJFC, other than the Chief Executive Director, has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between AJFC and the employee regarding the rights of said Agency or the employee to terminate employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and AJFC.

If you have any questions regarding this statement, please ask an AJFC Community Action Agency, Inc. representative before signing. I hereby acknowledge that I have read the above statements and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT

Signature of Applicant: _____ Date: _____