

# AJFC COMMUNITY ACTION AGENCY, INC.

HELPING PEOPLE. CHANGING LIVES.

Since 1965



We consider applicants for all positions on the basis of 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.

## GENERAL INFORMATION

DATE:

<b>How did you hear about this employment opportunity?</b>			
<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle Initial)</b>	<b>Telephone</b>
<b>Present Address (Mailing Address)</b>	<b>(City)</b>	<b>(State)</b>	<b>(Zip)</b>
<b>Previous Address (Mailing Address)</b>	<b>(City)</b>	<b>(State)</b>	<b>(Zip)</b>
<b>E-Mail Address</b>		<b>Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>	

## POSITION

<b>Position(s) Applied For</b>	<b>Will Accept:</b>	
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been convicted of a felony within the last 7 years? <input type="checkbox"/> YES <input type="checkbox"/> NO Conviction will not necessarily disqualify an applicant from employment.	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time	
	<b>If Yes, please explain</b>	
	<table style="width: 100%;"> <tr> <td style="width: 60%;"><b>Salary Desired</b></td> <td><b>Date Available</b></td> </tr> </table>	<b>Salary Desired</b>
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Have you ever worked for AJFC before?                       Yes  No

If yes, please give dates and position: \_\_\_\_\_  
 \_\_\_\_\_

**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.*

<b>Employer</b>	<b>Telephone Number</b>	<b>From (Month/Year)</b>
<b>Address</b>		<b>To (Month/Year)</b>
<b>Job Title</b>	<b>Number of Employees Supervised</b>	<b>Hours Per Week</b>
<b>Specific Duties</b>		<b>Supervisor</b>
<b>Reason for Leaving</b>		<b>May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>

<b>Employer</b>	<b>Telephone Number</b>	<b>From (Month/Year)</b>
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<b>Job Title</b>	<b>Number of Employees Supervised</b>	<b>Hours Per Week</b>
<b>Specific Duties</b>		<b>Supervisor</b>
<b>Reason for Leaving</b>		<b>May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please fully explain any gaps in your employment history: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact your current employer? Yes No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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? Yes No

If yes, please provide other name(s) that you have used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to verify your work and educational record? Yes No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If hired, can you furnish proof that you are over 18 years of age? Yes No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? Yes No

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have adequate transportation to and from work? Yes No

Please state any additional information that you feel may be helpful to us in considering your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

School Name	Years Completed (Circle)	Diploma / Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:				
High School:				
College/University:				
Graduate/Professional:				
Trade or Correspondence:				
Other:				

**REFERENCES:** Please provide 2 professional and 1 personal reference.

Name	Occupation	Address (Street, City, State)	Telephone Number	Number of Years Known

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED TWENTY (120) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

**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 \_\_\_\_\_

**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 and with the Mississippi Central Registry on Child Abuse and Maltreatment and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. 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 AJFC 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 Officer. No supervisor or representative of AJFC, other than the Chief Executive Officer, 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 \_\_\_\_\_