Central Nebraska Community Action Partnership
Helping People. Changing Lives.

# Central NE Community Action Partnership, Inc.

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# APPLICATION FOR EMPLOYMENT

**Central Nebraska Community Action Partnership, Inc. is a non-profit Community Action Agency that assures equal employment opportunities to applicants and employees in all aspects of human resource administration without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, disability, or veteran status.**

## PERSONAL INFORMATION (please use name on Social Security Card)

| Last | First | MI | Email |
|---|---|---|---|
| | | | |

| Mailing Address | City | State | Zip |
|---|---|---|---|
| | | | |

| Cell Phone | May we text you? | Alternate Phone | Date Available for Work |
|---|---|---|---|
| | ☐ yes ☐ no | | |

What position are you applying for?

Type of Work Desired:
☐ Full Time ☐ Part Time ☐ Temporary

## ADDITIONAL INFORMATION

Best time to contact you is:..... _____:_____ AM PM

What is your minimum salary requirement? ..... $_____

Are you 18 years of age or older? ..... ☐ Yes ☐ No

Have you ever filed an application with CNCAP before? ..... ☐ Yes ☐ No

If Yes, give date/s:_____

Have you ever been employed with CNCAP before:..... ☐ Yes ☐ No

If Yes, give date/s:_____

Are you related to any current employee or CNCAP board member? ..... ☐ Yes ☐ No

Are you currently employed?..... ☐ Yes ☐ No

Do you have a current driver's license? ..... ☐ Yes ☐ No

If Yes, what state is it from?_____

Do you have a CDL? ..... ☐ Yes ☐ No

If Yes, what type?_____

If selected for employment are you willing to submit to a background check?..... ☐ Yes ☐ No

Are you legally able to work in the United States? ..... ☐ Yes ☐ No

## SKILLS & QUALIFICATIONS

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to CNCAP's attention:

## EDUCATION

Please list education or specialized experience, which relates to the position(s) for which you are applying. You may exclude names or terms, which indicate, for example, race, color, religions, sex, disability, or national origin.

| | School Name | Years Completed | Diplomas/Degrees | Course of Study |
|---|---|---|---|---|
| High School | | 9 ☐ 10 ☐ 11 ☐ 12 ☐ | | |
| University/College | | 1 ☐ 2 ☐ 3 ☐ 4 ☐ | | |
| Graduate School | | 1 ☐ 2 ☐ 3 ☐ 4 ☐ | | |

Are you planning to further your education? ☐ Yes ☐ No If Yes, when?

| Military Service | Dates of Active Duty From/To: | Branch of Service |
|---|---|---|
| | | |

## EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here. No more than 10 years history recommended.

| Employer name and address: | Position title/duties, skills: | Start date: / End date: |
|---|---|---|
| | | Reason for leaving: |
| Pay: $_____ Per:_____ | Supervisor: Phone: | May we contact? ☐ yes ☐ no |
| Employer name and address: | Position title/duties, skills: | Start date: / End date: |
| | | Reason for leaving: |
| Pay: $_____ Per:_____ | Supervisor: Phone: | May we contact? ☐ yes ☐ no |
| Employer name and address: | Position title/duties, skills: | Start date: / End date: |
| | | Reason for leaving: |
| Pay: $_____ Per:_____ | Supervisor: Phone: | May we contact? ☐ yes ☐ no |

## REFERENCES

List three references who are not relatives or former supervisors.

1) Name:_____ Address:_____

Phone:_____ Email:_____ Occupation_____ Years known_____

2) Name:_____ Address:_____

Phone:_____ Email:_____ Occupation_____ Years known_____

3) Name:_____ Address:_____

Phone:_____ Email:_____ Occupation_____ Years known_____

## Please read before signing:

By signing, I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I am aware that should investigation at any time disclose any such misrepresentation or falsification my application will be rejected, I will be dismissed from service, and I will be disqualified from applying in the future for any position under the jurisdiction of CNCAP. I understand if I am extended an offer of employment it may be conditioned upon my successfully passing a background check.

Signature Date