



APPLICATION FOR EMPLOYMENT

St. Martin, Iberia, Lafayette
Community Action Agency, Inc
Post Office Box 3343
Lafayette, LA. 70502-3343

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

“An Equal Opportunity Employer-Program”

Auxiliary Aids Available Upon Request To Individuals With Disabilities”

Application must be completed in full. Resume and other information may be attached but will not be considered in Lieu of a formal Application.

(Please Print)

Date of Application: _____

Position Applied For: _____

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

Name: _____

First

Middle

Last

Address: _____

Number

Street

City

Zip Code

Telephone: () _____ cell () _____ Social Security Number: _____

Are you related to anyone employed by this agency or a member of the SMILE Head Start Policy Council, RSVP Advisory Council, or Board of Directors?

Yes No If Yes, Who? _____

Relation: _____

Are you a current or former Early Head Start and/or Head Start parent? Yes No

If employed and you are 18, can you furnish a work permit? Yes No

If necessary, best time to call you at home is: _____ A.M. or _____ P.M.

Have you filed an application here before? Yes – If yes, give date _____ No

Have you ever been employed here before? Yes – If yes, give date _____ No

Are you employed now? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No *Proof of citizenship or immigration status will be requested upon employment.*

Salary expected \$ _____ per _____ (hr., wk., mo.)

On what date would you be available for work? _____

Are you available to work? Full-Time Part Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes – If Yes, please explain No

If applying for a driver position CDL Chauffeurs

License # _____ Endorsement(s) _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities
	From	To	
Telephone ()			
Address	Hourly Rate/Salary Starting		
Job Title	\$	Per	
Immediate Supervisor and Title	Hourly Rate/Salary Final		
Reason for Leaving	\$	Per	
May we contact for references? Yes <input type="radio"/> No <input type="radio"/> Later <input type="radio"/>			

Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities
	From	To	
Telephone ()			
Address	Hourly Rate/Salary Starting		
Job Title	\$	Per	
Immediate Supervisor and Title	Hourly Rate/Salary Final		
Reason for Leaving	\$	Per	
May we contact for references? Yes <input type="radio"/> No <input type="radio"/> Later <input type="radio"/>			

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	From	To	
Telephone ()			
Address	Hourly Rate/Salary Starting		
Job Title	\$	Per	
Immediate Supervisor and Title	Hourly Rate/Salary Final		
Reason for Leaving	\$	Per	
May we contact for references? Yes <input type="radio"/> No <input type="radio"/> Later <input type="radio"/>			

List any foreign language(s) you know or speak and check the boxes that describe your skills level.

Language	Speak Some	Speak Fluently	Read	Write

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List professional accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

References

List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, List three school or personal references that are not related to you.

Name	Telephone	Years Known
	()	
	()	
	()	

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for our agency.

Typing Speed _____ wpm

Shorthand _____ wpm

Dictating Skills _____ wpm

Educational Background (if job related)

A. List last (3) schools attended, starting with last one. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Bank and E. Major and minor field of study (if applicable).

A. School	B. No. Year Completed	C. Degree or Diploma	D. GPA Class Rank	E. Major	E. Minor

List any additional information you would like us to consider. **Honors Received:** State any additional information you feel may be helpful to us in considering your application

Applicant's Statement

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 in arriving at an employment decision.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract.

In event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

For Human Resources Department Use Only

Position (s) applied for Available Not Available

Other positions considered for: _____

Hired..... Yes No

Date of Hire _____

Position hired for _____

EEO Classification _____

- 1. Officials and Managers
- 2. Professionals
- 3. Technicians
- 4. Sales
- 5. Office and Clerical
- 6. Craft Workers (skilled)
- 7. Operatives (semi-skilled)
- 8. Laborers
- 9. Service Workers

Notes

Completed by: _____ Date _____

