



Corporate Office
 146 Terrace Manor
 Fairmont, WV 26554
 Phone: (304) 363-2170 FAX: (304) 363-5714

APPLICATION FOR EMPLOYMENT

North Central West Virginia Community Action Association, Inc. is an equal opportunity employer. North Central West Virginia Community Action Association, Inc. does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

Position(s) Applied For	Date of Application	
County:	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 yrs old? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Age, if under 18:</small>
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Contact Information

Last Name	First Name	Middle Name
Address:		
<i>Number</i>	<i>Street</i>	<i>City</i>
<i>State</i>	<i>Zip</i>	
Primary Telephone Number: () _____ Home/Cell (circle one)		County _____
Secondary Telephone Number: () _____ Home/Cell/Other (circle one)		Social Security Number: _____ - _____ - _____
Email Address:		
Other Names That You Have Gone By		

Previous addresses and dates for the past SEVEN years. When applicable, include addresses at which you resided while attending school. If more than three, include an additional sheet of paper with the requested address information.						
From:	To:	Number	Street	City	State	Zip
-						
From:	To:	Number	Street	City	State	Zip
-						
From:	To:	Number	Street	City	State	Zip
-						



Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Does your spouse, any of your friends or relatives or a person living in your household work here? Yes No
 If Yes, state name, relationship, and location _____

Does a member of your family serve on the Board of Directors or Head Start Policy Council of North Central WV Community Action? Yes No
 If Yes, state name and relationship _____

Do you have a previous criminal conviction? Yes No
 (Conviction does not automatically disqualify an applicant from employment).
 If Yes, state date(s) and nature of conviction (s) _____

Are you currently employed? 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 required upon employment

Education

Highest Level of Education Attained (Choose one):
 Less than High School/GED High School/GED Some College
 Associates Degree Bachelor's Degree Graduate Degree Doctorate

School	Name and Address of School	Course of Study/Major	Diploma or Type of Degree	Number of Years Completed	Graduated Yes/No
High School					
Undergraduate College					
Graduate/ Professional					
Other (specify)					



Work Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer	Dates Employed		Job Duties
Address	From	To	
Telephone Numbers			
Starting/Present Title			
Supervisor			
Reason for Leaving	May We Contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer	Dates Employed		Job Duties
Address	From	To	
Telephone Numbers			
Starting/Present Title			
Supervisor			
Reason for Leaving	May We Contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer	Dates Employed		Job Duties
Address	From	To	
Telephone Numbers			
Starting/Present Title			
Supervisor			
Reason for Leaving	May We Contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

List professional certifications and licenses

Type of certificate/license	Issuing Authority	Issue date	Expiration date



Describe any specialized training or skills

List professional, business or civic activities

Please exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other legally protected status.

**Additional Information:
Other Qualifications/Relevant Volunteer Activities/Comments**

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE REVIEWED THE ESSENTIAL FUNCTIONS OF THE POSITION(S) FOR WHICH YOU ARE APPLYING.

Are you capable of performing with or without reasonable accommodation(s), the essential functions of the position(s) for which you are applying? A review of the activities involved in such a job or occupation has been given. Yes No

Personal/Professional References Include a minimum of one professional reference. *Do Not include family members or past or current supervisors.*

Personal/ Professional	Name	Address	Phone Number	Best Time to Call	Occupation



Employment Application Consent Form

I _____, authorize North Central West Virginia Community Action Association and /or its agents to conduct independent investigation of my background, references, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of verifying the information contained on my application.

I release North Central West Virginia Community Action Association and/or its agents and any person or organization that provides information related to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any of the above.

I affirm that all information on this application is correct and complete. I understand that any misstatement of facts will be grounds for the disqualification of this application. If hired, a misrepresentation will be grounds for discharge.

I have been informed that North Central West Virginia Community Action Association is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin.

Nothing on this application is intended to create or imply a contractual relationship. If I am hired I understand that employment is "at will", is not for any specific time period, and can be terminated with or without reason at any time.

Print Name: _____

Signature

Date

Please return completed application to:
North Central West Virginia Community Action Association, Inc.,
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