



APPLICATION FOR EMPLOYMENT

Concord Coalition to End Homelessness is an equal opportunity employer and considers applicants on the basis of qualifications without regard to race, religion, marital status, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

INTRODUCTORY INFORMATION

Name: _____ Date: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____ Phone: _____

APPLICANT QUESTIONS

Position applying for: _____ Salary desired: _____ /per _____ Date Available: _____
Days/hours available for work: _____
If hired, can you provide documents required to establish your eligibility to work in the U.S.? Yes No
Are you 18 years of age or older? Yes No Are you Veteran? Yes No
How were you referred to <Company Name>? _____
Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation? Yes
 No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Have you ever been fired from a job or asked to resign? Yes No
If yes, please explain.

EDUCATION

High School or last grade completed:
Name & Address of School: _____
Course of Study: _____ Number of years completed: _____
Degree/Diploma: _____

College or Technical School
Name & Address of School: _____
Course of Study: _____ Number of years completed: _____
Degree/Diploma: _____



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Other Schooling or Training

Name & Address of School: _____

Course of Study: _____

Number of years completed: _____

Degree/Diploma: _____

MILITARY EXPERIENCE

Branch of Service: _____

From: _____

To: _____

Rank/Type of Service: _____

Job-Related Training/Experience: _____

RECORD OF EMPLOYMENT

List positions (including volunteer positions) starting with most recent. You may also provide a resume but all applicants are required to complete each section of the application.

Employer: _____

Telephone: _____

Address: _____

Position Title: _____

Supervisor: _____

Start Date: _____

Date Left: _____

Beginning Salary: _____

Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____

Telephone: _____

Address: _____

Position Title: _____

Supervisor: _____

Start Date: _____

Date Left: _____

Beginning Salary: _____

Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____

Telephone: _____

Address: _____

Position Title: _____

Supervisor: _____

Start Date: _____

Date Left: _____

Beginning Salary: _____

Ending Salary: _____



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Duties:

Reason for Leaving:

WORK-RELATED REFERENCES (Do not include relatives/non-work friends)

| Name | Occupation | Years Known | Contact Information |
|------|------------|-------------|---------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

STATEMENT (Please read this statement carefully before signing this application)

I understand that employment with Concord Coalition to End Homelessness is at-will, meaning that I or Concord Coalition to End Homelessness may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Concord Coalition to End Homelessness to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release Concord Coalition to End Homelessness, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant

Date Signed