

# Application For Employment

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Mission Statement: The mission of York County Community Action Corporation is to alleviate the effects of poverty, attack its underlying causes, and promote the dignity and self-sufficiency of the people of York County, Maine.

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\*Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

\*If a specific position is not stated above, this application will not be considered for employment.

\*Referral Source:

Advertisement      Employee Referral      Walk-in      Friend/Relative      Maine Career Centers

Indeed      Other \_\_\_\_\_

## PERSONAL

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Address:

\_\_\_\_\_

Street Name/Number	City	State	Zip
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Email Address: \_\_\_\_\_

Are you a U.S. Citizen or legally authorized to work in the U.S.?      Yes      No      (Check one)

(Proof of citizenship/work authorization will be required prior to beginning work) Citizenship: US Citizen/Permanent Resident

Non-Immigrant Visa: \_\_\_\_\_ Other \_\_\_\_\_

Do you have a relative employed at YCCAC?            Yes      No

Have you ever been employed by YCCAC?      Yes      No

If so, please provide job title, dates of employment and in what location:

\_\_\_\_\_  
\_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?      Yes      No

Are you currently employed?      Yes      No      May we contact your current employer?      Yes      No

Can you travel if the job requires it?      Yes      No

Date available for work? \_\_\_\_\_

Are you available to work:      Full Time      Part Time      Seasonal      Temporary

Do you have any professional licensures or certifications? If yes, please list below. Yes No

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Has your license ever been suspended or revoked? Yes No  
If yes, please explain:

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Have you ever been investigated by, sanctioned by or otherwise had your ability to participate as a provider in Medicaid, Medicare or other government sponsored program suspended, revoked, limited or terminated?

Yes No

If yes, please explain and include information about the action and the applicable dates:

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During the course of your current employment, did you ever receive corrective or disciplinary action?

Yes No

## **BACKGROUND INFORMATION**

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Have you been convicted of a felony? Yes No

Have you ever pleaded guilty, no-contest to, paid a fine or been convicted of a misdemeanor (except traffic offenses) within the last ten years? Yes No

Have you ever had a substantiated claim with Child Protective Services? Yes No

**\*\*Failure to list convictions at the time of application will result in rejection of my application or dismissal if hired.\*\***

If you answered yes to either of the questions above, please explain:

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Are you willing to submit to a criminal background check? Yes No

**EDUCATION / TRAINING** (College Degrees Subject to Verification)

Indicate Last Level of Education Completed

High School  
 9  10 11 12 GED

College/University  
 1 2 3 4

Graduate School  
 1 2 3 4

College or Trade School	Location	Major/Minor	Honors

Additional Education, Vocational and/or Professional Information. List any foreign languages you can speak, read and/or write. State additional qualifications or information you may feel is helpful to us in considering your application.

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# **EMPLOYMENT HISTORY**

**(Complete Regardless of Attachments – DO NOT USE “See Resume”)**

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List ALL previous employment, starting with your most recent position, including military experience and work background. Make sure you include volunteer work or other job related training which provides information on skills and abilities you have developed. Please also indicate if you were employed under a different name. Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. Use additional pages if needed.

1. Employer (complete name): \_\_\_\_\_

Address: \_\_\_\_\_  
Street
City
State
Zip

Employment Dates: \_\_\_\_\_

Reason for Leaving:  
 \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

May we contact your employer?    Yes    No                      Phone: \_\_\_\_\_

Description of Duties (use comment section if additional space is needed)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Employer (complete name): \_\_\_\_\_

Address \_\_\_\_\_  
Street
City
State
Zip

Employment Dates: \_\_\_\_\_

Reason for Leaving:  
 \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

May we contact your employer?    Yes    No                      Phone: \_\_\_\_\_

Description of Duties (use comment section if additional space is needed)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Employer (complete name): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Employment Dates: \_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

May we contact your employer? Yes No Phone: \_\_\_\_\_

Description of Duties: (use comment section if additional space is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Employer (complete name): \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Employment Dates: \_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

May we contact your employer? Yes No Phone: \_\_\_\_\_

Description of Duties (use comment section if additional space is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EMPLOYMENT REFERENCES**

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Please list business references (supervisors, colleagues or individuals you supervised) we may contact who are best qualified to evaluate your work experience. If not applicable, list three school or personal references not related to you.

Name \_\_\_\_\_ Business Relationship \_\_\_\_\_

Business Address \_\_\_\_\_  
Street City State Zip

Years Known \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_ Business Relationship \_\_\_\_\_

Business Address \_\_\_\_\_  
Street City State Zip

Years Known \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_ Business Relationship \_\_\_\_\_

Business Address \_\_\_\_\_  
Street City State Zip

Years Known \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please read carefully prior to signing**

**This application is not complete until the following statement has been Read and Signed:**

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, creed, religion, sex, ethnicity, national origin, alienage or citizenship, age, marital status, sexual orientation, physical or mental disability, service in the armed forces of the United States, or any other legally recognized protected classification under federal, state, or local laws, requirements or ordinances.

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct and complete to the best of my knowledge. I understand that any omission or misrepresentation of facts on this application may result in rejection of my application and refusal to hire. I understand that if I am hired and any omission or misrepresentation is discovered after I begin employment with YCCAC, I may be terminated from employment. As an at-will employee, I understand that my employment may be terminated with or without cause, and with or without notice at any time, at the option of YCCAC or me. I understand that no management representative has any authority to enter into any agreement for continuing employment for any specific period of time or condition which is contrary to the foregoing without a written agreement signed by the Executive Director and myself. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information about me. I grant YCCAC the authority to verify any information presented on this application, on related papers and in interviews to conduct required background checks in connection with my application for employment. I release all liability from any persons, companies, corporations or educational institutions supplying such information. I also release YCCAC (or its designee) from any and all liability for claims resulting from the verification of such information.

I understand that any offer of employment is conditioned upon satisfactory completion of background checks.

I understand that if I am hired the amount of time I am scheduled to work may be adjusted at the organization's discretion. I understand this application is not a contract or an offer of employment.

My signature below attests to the fact that I have read, understand, and agree to be legally bound by all of the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Rev. March 2019

