



APPLICATION FOR EMPLOYMENT

FORM NO. CPC-101 (1998)

The Community Progress Council, Inc. is an equal opportunity employer. All individuals regardless of race, sex, national origin, color, religion, age, marital or veteran status, disability or any other legally protected status are welcome to seek employment with the Community Progress Council, Inc. and, to the extent possible, will not be discriminated against before or during their employment.

Our affirmative action policy commits us to recruit, hire, train, and promote the best qualified applicants in all job classifications without consideration of those factors which cannot be lawfully the basis of employment actions. All employment practices; compensation, transfers, layoffs, terminations, are administered without overt discrimination.

This policy is an obligation of the Community Progress Council, Inc. when conducting all of its business, particularly Federal, State and Local contracts. This affirmative action policy has been instituted to insure compliance with the letter and "spirit" of the equal employment opportunity law and regulations.

Position(s) applied for: _____

PERSONAL

(Please Print)

Date: _____

Name: _____
Last First Middle

Street Address: _____

Home Phone _____

City, State Zip: _____

Business Phone _____

Who referred you to our company? Advertisement Private Employment Agency
 Government Employment Agency Friend Relative
 No one Other _____

Are you over 18 years of age? Yes No If NO, a work permit will be required.

To the best of your knowledge are you legally eligible to work in the United States? Yes No
(Should you be hired, you will be required by law to provide documents verifying your employment eligibility.)

Date you would be available to start work: ____/____/____

What type of work are you applying for? Full Time Part Time Temporary

Have you ever applied for work here before? Yes No If Yes, enter date: ____/____/____

Were you ever employed by us before? Yes No If Yes, enter date: ____/____/____

If you are applying for Full Time employment, can you work overtime if necessary? Yes No

INDICATE ANY SPECIAL QUALIFICATIONS, EXPERIENCES OR SKILLS: _____

EDUCATION

	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE (Yes or No)	LIST DIPLOMA/ DEGREE
HIGH SCHOOL					
COLLEGE					
OTHER (Specify)					

FOREIGN LANGUAGES

Indicate foreign language(s) you have experience with and your fluency level:

Language: _____ Fluency level: _____
Language: _____ Fluency level: _____

MILITARY SERVICE

Were you in the Armed Forces? Yes No If Yes, what branch? _____
Dates of Duty: From: _____ To: _____
Rank at time of discharge: _____
List duties in the service (including special training): _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No

If yes was the crime a misdemeanor OR felony
(Conviction of a crime does not automatically make you ineligible for employment.)

PERSONAL REFERENCES (List three references who are not relatives or former employers)

	NAME	ADDRESS	PHONE NUMBER
1			
2			
3			

PRIOR EMPLOYMENT

(Start with most recent employer)

Employer:	Phone: ()	From:	To:
Address:	City, State, Zip	Position:	
Duties: _____ _____		Beginning Salary:	Ending Salary:
Reason for Leaving:		Name of Supervisor:	
Employer:	Phone: ()	From:	To:
Address:	City, State, Zip	Position:	
Duties: _____ _____		Beginning Salary:	Ending Salary:
Reason for Leaving:		Name of Supervisor:	
Employer:	Phone: ()	From:	To:
Address:	City, State, Zip	Position:	
Duties: _____ _____		Beginning Salary:	Ending Salary:
Reason for Leaving:		Name of Supervisor:	

May we contact the employers listed above? Yes No If NO, which ones may we contact?
