

WAYNE COUNTY ACTION PROGRAM, INC.

PLEASE RETURN TO:

rosanna.roberston@waynecap.org



WWW.WAYNECAP.ORG

APPLICATION FOR EMPLOYMENT

Wayne CAP is an equal opportunity employer and does not unlawfully discriminate in its employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. **Please answer all questions below.**

● Applicant name: _____ Date: _____

● Address: (Street) _____

● (City/State) _____ (Zip) _____

● Telephone #: _____ cell or alternate # _____

Email: _____

● Position(s) now applying for or type of work desired: _____ Program: _____

● Have you applied for another position within the Agency? Please list position and program applied for and date _____

● Type of employment desired: Full-time _____ Part-time _____

● Minimum Pay Requirement: _____ ● Date you will be available to start work: _____

● Are you able to meet the attendance requirements? Yes No

● Have you ever been previously employed by our organization? Yes No

If yes, Date: _____ Location: _____ Supervisor: _____

● Are you a Head Start /Former Head Start parent? Yes No

● Can you submit proof of legal employment authorization and identity? Yes No

● Are you at least 18 years of age? Yes No

If you are under 18, can you furnish a work permit if it is required? Yes No

● **How were you referred to us?** _____

● Specialized Certificates or Degrees related to the position applied for? (w/expiration dates if applicable)

Other Skills and Qualifications

Summarize any other skills, technical training, licenses, certificates, and/or other qualifications:

Educational History (List school name and location, years completed, course of study & degrees earned)

High school: (Name) _____ (Location) _____

(Course of Study) _____ (Years Completed) _____ (Diploma or GED earned) Yes or No _____

College: (Name) _____ (Location) _____

(Course of Study) _____ (Years Completed) _____ (Diploma/GED earned) _____

College: (Name) _____ (Location) _____

(Course of Study) _____ (Years Completed) _____ (Diploma/GED earned) _____

(Please attach all Diplomas, Degrees, Transcripts and certifications for the above information you provided)

Employment History

Please **completely** provide all employment information starting with the most recent. Attach additional sheet if needed.

Employer: _____ Supervisor: _____

Address: _____ City, ST _____ Zip _____

Phone# _____ Email address: _____ Position held _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Supervisor: _____

Address: _____ City, ST _____ Zip _____

Phone# _____ Email address: _____ Position held _____

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Reason for leaving: _____

Can you, with or without reasonable accommodation, perform the essential functions of this job?

Yes No

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

Further, I hereby authorize the potential employer to use any information provided herein, to perform a criminal background check for the purposes of complying with federal and local requirements due to the fact I will be serving in a position that is grant-funded; and as a condition of my potential employment. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. I also understand that I have reasonable opportunity to review and challenge the factual accuracy of a result before action is taken to exclude me from consideration for employment.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, I consent to all background checks necessary for my potential employment and that I seek employment under these conditions.

I have applied for the following program _____ and consent to the clearances that apply.

Please fill in the blank above with the following program name listed below:

- | | | |
|-----------------------------------|---------------------------------|-----------------------------|
| Advantages Afterschool Program | Healthy Families | Head Start/Early Head Start |
| Weatherization Assistance Program | Success Center | Transitional House |
| Senior Services | Youth & Family Healthy Recovery | Energy Reduction Services |
| Parent Education Program | | |

Applicant signature: _____ **Date:** _____

*****PLEASE NOTE***:**

- This application will not be accepted unless all three (3) attached reference forms are completed. (Feel free to detach, disburse and reattach.)
- These forms may not be completed by a relative.
- We require at least one (1) personal and one (1) professional; the third (3rd) is your choice.
- Should your references be qualified to complete both the personal and professional questions of the form they may do so, BUT would only count as ONE reference; However, the requirement above (three (3) separate, nonrelative persons) remains.

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Personal Reference Form

Applicants Name: _____

Reference Information:

Name: _____ Phone/E-Mail: _____

Address: _____ Profession: _____

How long have you known the above named applicant? _____

What are some words you would use to *Describe* his/her character? _____

How does he/she *Interact* with *Children/families in need* (include specific examples)? _____

How do *Children/individuals in need* *React* to him/her? _____

Would you *Trust* him/her to care for *your own Children/family members in need of guidance*? _____

What qualifications does the applicant possess to be a _____/Childcare/Human Services Staff Member? _____

Other comments? _____

I hereby declare that the information above is true and correct to the best of my knowledge and belief. I consent to submit this form as my reference for _____. I understand that a member of staff will contact me to verify that I, _____ (print), willfully completed this form.

Signature: _____ Date: _____

For office use only:

I, _____ (staff name *printed*), confirmed in-person / via phone on _____ (date), that the above form was completed under free will by _____ (reference name).

Staff Signature: _____ Date: _____

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Professional Reference Form

Applicants Name: _____

Reference Information:

Name: _____ Phone/E-Mail: _____

Address: _____ Company speaking for: _____

_____ Profession: _____

How long have you known the above named applicant? _____

Can you please verify his/her dates of employment with the above company? _____ - _____

What position did the applicant hold and what duties were included for the specific job? _____

Please rate the following:

Quality of Work: _____ Excellent _____ Good _____ Fair _____ Poor

Quantity of Work: _____ Excellent _____ Good _____ Fair _____ Poor

Attendance: _____ Excellent _____ Good _____ Fair _____ Poor

Initiative: _____ Excellent _____ Good _____ Fair _____ Poor

Cooperation: _____ Excellent _____ Good _____ Fair _____ Poor

Is this individual re-hirable? _____ Reason for separation from employment? _____

Other comments: _____

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