

APPLICATION
FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Fayette County Community Action Agency
108 N. Beeson Blvd
Uniontown, PA 15401



(PLEASE PRINT)

Position (s) Applied For					Date of Application							
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; padding: 5px;">Last Name</td> <td style="width: 33%; padding: 5px;">First Name</td> <td style="width: 33%; padding: 5px;">Middle Name</td> </tr> </table>							Last Name	First Name	Middle Name			
Last Name	First Name	Middle Name										
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%; padding: 5px;">Address</td> <td style="width: 10%; padding: 5px;">number</td> <td style="width: 20%; padding: 5px;">Street</td> <td style="width: 15%; padding: 5px;">City</td> <td style="width: 15%; padding: 5px;">State</td> <td style="width: 25%; padding: 5px;">Zip Code</td> </tr> </table>							Address	number	Street	City	State	Zip Code
Address	number	Street	City	State	Zip Code							
Telephone Number(s)				Social Security Number								
How Did You Learn About Us? Advertisement Friend Inquiry Employment Agency Relative Other _____												

Best time to contact you at home is:		____: ____ AM - PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	yes	no
Have you ever filed an application with us before? If yes, give date _____	yes	no
Have you ever been employed with us before? If yes, give date _____	yes	no
Do any of your friends or relatives, work here? If yes, state name and relationship. _____	yes	no
Are you currently employed?	yes	no
May we contact your present employer?	yes	no
Have you ever been convicted of a violent crime, or dismissed from employment due to abuse of clients or residents?	yes	no
Date available for work ____/____/____	What is your desired salary range? _____	
Are you available to work: Full Time _____ Part Time _____ Temporary _____		
Are you currently on "lay off" status and subject to recall?	yes	no
Can you travel if a job requires it?	yes	no

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

If you have ever lived out of state, please list your last 3 addresses and dates lived:

Address	<i>number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Date</i>
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Address	<i>number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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Comments and any explanations can be listed below. Please explain which question you are referring to.

EDUCATION				
School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School / GED				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

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

Employer	Date Employed	Work Performed	
Address			
Telephone Number (s)			
Job Title	Hourly Rate/Salary		
Supervisor			
Reason For Leaving			
Employer	Date Employed	Work Performed	
Address			
Telephone Number (s)			
Job Title	Hourly Rate/Salary		
Supervisor			
Reason For Leaving			
Employer	Date Employed	Work Performed	
Address			
Telephone Number (s)			
Job Title	Hourly Rate/Salary		
Supervisor			
Reason For Leaving			
Employer	Date Employed	Work Performed	
Address			
Telephone Number (s)			
Job Title	Hourly Rate/Salary		
Supervisor			
Reason For Leaving			

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills, extra-curricular activities, and licensing.

Describe any job-related training received in the United States military.

List professional, trade, business, or civic activities, and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or protected status:

ADDITIONAL INFORMATION Other qualifications: *Summarize special job-related skills and qualifications acquired from employment or other experience. Also include license, certificates, etc.*

SPECIALIZED SKILLS (Skills/Equipment Operated)	Other (list)
_____ Computer	_____ PowerPoint
_____ Word Processing	_____ General Construction
_____ Spreadsheet	_____ Maintenance

State any additional information you feel may be helpful to us in considering your application:

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?
A review of the activities involved in such a job or occupation has been given.

_____ YES _____ NO

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members*

NAME	PHONE #	Best Time to Call	Occupation
1			
2			
3			

EEO DATA COLLECTION FORM

Instructions to Applicants

EMPLOYER is an equal opportunity employer. As part of our efforts to ensure fair treatment of women, minorities, individuals with disabilities and veterans, we ask applicants to supply the following information.

However, you do **not** have to complete this form to be considered for employment. **Any information volunteered will be kept confidential and will not be used to make hiring decisions.**

Date: _____ Name: _____

Position applied for: _____

Sex (check one)

☐

Male

☐

Female

Race (check one)

☐

Hispanic or Latino

☐

White (Not Hispanic or Latino)

☐

Black or African American (Not Hispanic or Latino)

☐

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

☐

Asian (Not Hispanic or Latino)

☐

American Indian or Alaska Native (Not Hispanic or Latino)

☐

Two or More Races (Not Hispanic or Latino)

Are you a veterans? (check one)

☐

Yes

☐

No

If you have a disability that requires accommodation to perform this position, please explain what accommodations would allow you to handle this job successfully:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall remain active until the position for which the applicant is applying is filled. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

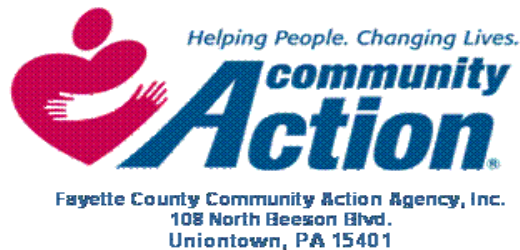
APPLICANT CONSENT

Please read each of the following statements and place your initials by each one to indicate that you understand and agree to the terms stated, then sign this form at the bottom.

_____ I certify that all information that I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

_____ I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time, and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

_____ In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.



FCCAA is an equal opportunity provider and employer. Providing quality service to the community.
A member of Community Action Partnership and the United Way of South Fayette

Signature of Applicant

Date

JM/cb 2-2000
JM/ceb revised 3/12/13
revised: 9/19 KH/ceb