

CAPITAL FOR CHANGE

EMPLOYMENT APPLICATION

The Capital for Change, Inc. ("C4C") is an equal opportunity employer. C4C does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service or any other characteristic protected by law.

■ GENERAL INFORMATION

DATE _____

Name _____
Last First Middle Initial

Present Address _____
Street City State Zip Code

Mailing Address _____
(If different from above) Street City State Zip Code

Home Phone # _____ Mobile Phone # _____ E-Mail address _____

Are you eligible to work in the United States? Yes No

Are you at least 18 years or older? (If not, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company names and details _____

Having reviewed the job description for the position for which you have applied, can you perform all the specific functions and tasks listed, with or without reasonable accommodation? Yes No

If not, please send an email to humanresources@capitalforchange.org regarding a reasonable accommodation request.

■ Employment Desired

Position applied for _____ Full Time Part Time

If hired, date available to start _____ Hourly rate/Salary desired _____

Are you presently employed? Yes No If yes, may we contact your present employer? Yes No

Have you filed an application with ("C4C") before? Yes No If yes, specify the date: _____

If yes, what was the outcome of your previous application? _____

Have you worked at ("C4C") before? Yes No

If yes, the Position held: _____

Dates of previous employment at ("C4C").: From _____ To _____

Reason for leaving. _____

■ Referral Source

How did you hear about us? _____

If referred, please provide name _____

Do you have any relatives presently working at ("C4C")? Yes No

If yes, who? _____

■ EDUCATION/TRAINING

School Name Location	Circle Highest Grade Completed	Diploma/Degree Month & Year Received	Describe Course of Study	Scholastic Average
Elementary	4 5 6 7 8			
High School	9 10 11 12			
College 1	1 2 3 4			
College 2	1 2 3 4			
Graduate/Professional	1 2 3 4			

Describe any education or training you have had which is not covered above, such as correspondence courses, service schools, in-service training:

Do you have any plans for future/continuing education? _____

List any academic honors or other school achievements that you feel are relevant to your application. _____

List memberships in professional or technical associations. _____

■ EMPLOYMENT EXPERIENCE

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Employer Name	Dates Employed From _____ To _____	Name & Title of Supervisor
Employer Address	Position Held	Supervisor's Phone Number
Work Performed _____		

Reason for Leaving _____		

Employer Name	Dates Employed From _____ To _____	Name & Title of Supervisor
Employer Address	Position Held	Supervisor's Phone Number
Work Performed _____ _____ _____		
Reason for Leaving _____ _____		

Employer Name	Dates Employed From _____ To _____	Name & Title of Supervisor
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Reason for Leaving _____ _____		

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Work Performed _____ _____ _____		
Reason for Leaving _____ _____		

Employer Name	Dates Employed From _____ To _____	Name & Title of Supervisor
Employer Address	Position Held	Supervisor's Phone Number
Work Performed _____ _____ _____		
Reason for Leaving _____ _____		

■ SKILLS AND KNOWLEDGE

Please describe any special skills you have or training you have received in school or on the job which you believe would help qualify you for the position you are seeking.

Please list the computer software you are competent in using: _____

■ REFERENCES

Give the names of three people not related to you, whom you have known for at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for C4C to hire me. If I am hired, I understand that either C4C or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of C4C has the authority to make any assurance to the contrary.

I attest with my signature below that I have given C4C true and complete information on this application. No requested information has been concealed. I authorize C4C to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____