



# **REDWOOD COMMUNITY ACTION AGENCY** EMPLOYMENT APPLICATION

Accept Appl.	Reject Appl. Late/Incompl.	Intrv.
Intrv. Reject	References Checked	Offer Job

Position (s) Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

*Applicable law and Agency Policy prohibits discrimination based on race, color, religion, sex, national origin, age, marital status, military service, sexual orientation/preference, disability unrelated to job performance, or any other legally protected status. Redwood Community Action Agency is an Equal Opportunity Employer (E.O.E.) and an "At Will Employer".*

**INSTRUCTIONS:** Fill out this application accurately, completely, and in blue or black ink. If your application is made out improperly, it may hinder your chances for employment. All statements are subject to verification.

Name: \_\_\_\_\_  
 LAST FIRST MIDDLE

Address: \_\_\_\_\_  
 NUMBER STREET CITY STATE ZIP

Phone: ( ) ( )  
 PRIMARY ALTERNATE

Email Address: \_\_\_\_\_

\_\_\_\_\_  
 List any other names under which you're work or school records may be filed.

**Circle Y (Yes) or N (No)**

Have you filed an application with us before? Y N DATE(S): \_\_\_\_\_

Have you been employed with us before? Y N DATE(S): \_\_\_\_\_

Are you available for full time work? Y N

Are you available for part time work? Y N

Are you available for temporary work? Y N

Are you currently employed? Y N HOURS: \_\_\_\_\_

May we contact your present employer? Y N

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

Can you travel if the job requires it? Y N

Have you ever been bonded? Y N

If hired, can you furnish proof of identity and employment eligibility in accordance with Federal Law and regulations of Immigration Services? Y N

## EMPLOYMENT HISTORY

Please give an accurate, complete, employment history starting with your most recent employer. You may include Volunteer Work and/or Internships if relevant to the position. Please account for all periods of unemployment. If more space is needed, a separate sheet may be attached.

**You Must Complete This Section Even If Attaching a Resume**

Company Name	Telephone
Address	Employed (State month and year) From:                      To:
Name of Supervisor	Pay rate:                      Hours per Week:
State Job Title and Describe Job Duties:	Reason for Leaving:

Company Name	Telephone
Address	Employed (State month and year) From:                      To:
Name of Supervisor	Pay rate:                      Hours per Week:
State Job Title and Describe Job Duties:	Reason for Leaving:

Company Name	Telephone
Address	Employed (State month and year) From:                      To:
Name of Supervisor	Pay Rate:                      Hours per Week:
State Job Title and Describe Job Duties:	Reason for Leaving:

Company Name	Telephone
Address	Employed (State month and year) From:                      To:
Name of Supervisor	Pay Rate:                      Hours per Week:
State Job Title and Describe Job Duties:	Reason for Leaving:

## ADDITIONAL REFERENCES

(Persons not related to you, who have knowledge of your work performance or your professional services). Do not list employer/supervisors previously listed in the Employment History section.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Association: \_\_\_\_\_ Yrs. Known: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Association: \_\_\_\_\_ Yrs. Known: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Association: \_\_\_\_\_ Yrs. Known: \_\_\_\_\_

## EDUCATION AND TRAINING (Voluntary-depending on position applied for)

	High School	College/University	Graduate/Professional
School Name			
Years Completed			
Diploma/Degree			
Course of Study			
Other Vocational, Business, or Special Skills/Training:			

Optional: Indicate any languages, ***other than English***, that you speak, read/write or understand.

LEVEL	FLUENT	GOOD	FAIR
SPEAK:			
READ/WRITE:			
UNDERSTAND:			

# APPLICANTS STATEMENT

## IMPORTANT – PLEASE READ, INITIAL AND SIGN

This application for employment will only be considered for the position(s) listed. Any applicant wishing to be considered for further employment must submit a new application for the position desired. Applications are not held for consideration of future available positions.

Initials

The applicant understands that neither this document, nor any offer of employment from the employer, constitutes an employment contract unless the employer and employee in writing execute a specific document to that effect.

Initials

**At-Will Employment** – I acknowledge that if hired, I will be an at-will employee. As an at-will employee I may be subject to dismissal at any time, with or without cause or justification, at the discretion of the employer. I understand that no representative of the company, other than the Executive Director independently and/or the Board of Directors has the authority to change the terms of an at-will employment and that any such change can occur only in a written employment contract.

Initials

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

YES

NO

---

Individuals who declare, through this form, that they have been arrested, charged with or convicted of any offenses listed below are not automatically disqualified from being hired. Redwood Community Action Agency must review each case to assess the relevance of the arrest, charge or conviction in a hiring decision.

All prospective employees are required to provide information regarding the following:

1. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

☐

No, **I have not** been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

☐

Yes, **I have been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

If yes, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

---

Have you ever been convicted of a felony, including driving under the influence of intoxicants, for which the date of conviction or prison release, whichever date is more recent, is within seven (7) years of the date of this application?

Yes ( ) No ( )

If yes, please give us date, nature of offense(s) and where convicted:

---

I authorize any representative of RCAA to thoroughly investigate my background, including, but not limited to, my references, educational record and work history. This information includes, but is not limited to, my work achievements, performance, attendance, disciplinary history, salary record and personal history. **I authorize** and direct all of my former schools, employers, and any other individuals that possess information about my background, **to release** such information about me upon request by a representative of RCAA, regardless of any prior direction to the contrary that I may have given. I also authorize disclosure to RCAA of all transcripts, reports, letters and other education or work records, without prior notice to me. I release all schools, past and present employers, and all other individuals and entities from any and all liability for damage of whatever kind which may at any time result to me because of compliance with this authorization and request to release information.

I declare that all statements and answers in this application are true and complete and agree that any untruth, misleading answer, omission, concealment or failure to answer any question fully, completely and accurately will be grounds for terminating my employment. I agree that if employment is offered to and accepted by me, it is mutually understood and agreed that any employment is not confined to a fixed term and may be ended by either party without prior notice, unless otherwise affected by written company policies.

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_