CORNERSTONE
Community Action Agency

114 Needham Street
Coleman, TX 76834
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EMPLOYMENT APPLICATION

Central Texas Opportunities, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex, national origin, disability status, veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION
Incomplete information could disqualify you from further consideration. Please complete all fields

_____
Full Name

_____
Mailing Address

_____
Email Address

_____ _____
Mobile Phone Home Phone

Are you eligible to work in the U.S.? ___ Yes ___ No

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

___ Yes ___ No

EMPLOYMENT DESIRED

Date You Can Start _____ Hourly Rate/Salary Desired _____

Position Desired _____

Are you currently employed? _____ If so, may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School Graduate: ___ Yes ___ No

G.E.D.: ___ Yes ___ No

School(s) _____ City/State _____

College and/or Vocational School:

Years Completed _____

School(s) _____ City/State _____

Major _____ Degree Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree/Certificate Earned _____

EMPLOYMENT HISTORY Include your last three (3) employers starting with the most recent and working backwards in time.

From _____ To _____ Employer Name _____

Employer Phone: _____ Supervisor _____ Hourly Rate/ Salary _____

Job Title _____ Reason for Leaving _____

Job Responsibilities _____

_____

From _____ To _____ Employer Name _____

Employer Phone: _____ Supervisor _____ Hourly Rate/ Salary _____

Job Title _____ Reason for Leaving _____

Job Responsibilities _____

_____

From _____ To _____ Employer Name _____

Employer Phone: _____ Supervisor _____ Hourly Rate/ Salary _____

Job Title _____ Reason for Leaving _____

Job Responsibilities _____

_____

ADDITIONAL SKILLS

Do you have any special skills, experience, and/or training that would enhance your ability to perform the position applied for?

_____

Computer Skills (please describe): _____

REFERENCES

Professional

Name _____

Address _____

_____

Phone _____

Name _____

Address _____

_____

Phone _____

Personal

Name _____

Address _____

_____

Phone _____

Name _____

Address _____

_____

Phone _____

Have you ever been convicted of a crime? ___ Yes ___ No

If yes, explain: _____

Have you previously been employed by this agency? ___ Yes ___ No

If yes, explain: _____

Does a member of your family work for this agency? ___ Yes ___ No

If yes, explain: _____
(Family is defined as father, mother, brother, sister, son, daughter, husband, wife, father and/or mother-in-law, brother-in-law, and/or sister-in-law)

Do you serve as a voting member of this agency's Board of Directors? ___ Yes ___ No

Does a member of your family serve on this agency's Board of Directors? ___ Yes ___ No
(Family is defined as father, mother, brother, sister, son, daughter, husband, wife, father and/or mother-in-law, brother-in-law, and/or sister-in-law)

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I understand that neither the completion of this application or any other part of my consideration for employment establishes an obligation for Central Texas Opportunities, Inc. to hire me. If I am hired, I understand that either Central Texas Opportunities, Inc. 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 Central Texas Opportunities, Inc. has the authority to make any assurance to the contrary. I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Central Texas Opportunities, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Central Texas Opportunities, Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision on such information.

FOR OFFICE USE ONLY	
Approved by _____	Position _____
Start Date _____	Pay Rate _____

I attest with my signature below that I have given Central Texas Opportunities, Inc. true and complete information on this application. No requested information has been concealed. I authorize Central Texas Opportunities, Inc. 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 of immediate dismissal.

*Applicant Signature:*_____ *Date:*_____

Resumes Accepted, but not in lieu of this application