

Resume included? \_\_\_\_\_

Date returned: \_\_\_\_\_

Received by: \_\_\_\_\_

## CAV STAFF APPLICATION

(Please complete the following application all sides)

Rev. 5.2018

Name: \_\_\_\_\_

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

Mailing Address

City/Town

Zip

Home Phone: ( ) \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Other/ ( ) \_\_\_\_\_

What number is best to contact you and when? \_\_\_\_\_

**What Position(s)/Job(s) are you interested in at CAV?:** \_\_\_\_\_

**Why do you want to work for CAV?**

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**What would be one of your major contributions?**

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**CAV requires absolute confidentiality and respect for client privacy. Can you fulfill this obligation?**       YES       NO

**When would you be available to begin working at CAV?** \_\_\_\_\_

### **Mission**

The CAV mission is: “... to foster and support a community free from all forms of domestic and sexual violence.” Please choose one of the following three (3) questions and answer it in two to three (2-3) paragraphs on the reverse side of this application.

1. ‘What does this mission statement mean to you?’ Or,
2. ‘Why do you think this mission is important in Taos County?’ Or,
3. ‘What does a mission statement have to do with an organization?’

**Education** (*Circle the last completed.*): HS Diploma GED AAS BA/BS MA/MS PhD

If circling college levels, please identify:

Degree(s) Major \_\_\_\_\_ Year Graduated \_\_\_\_\_  
\_\_\_\_\_

Degree(s) Minor \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
\_\_\_\_\_

Please note any other certifications, graduate course(s) or relevant training experience(s):  
\_\_\_\_\_  
\_\_\_\_\_

**Work Experience(s)** (*Start with most recent first.*)

Position #1: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Agency/Business \_\_\_\_\_

Address \_\_\_\_\_

Supervisor (full name) \_\_\_\_\_ Phone \_\_\_\_\_

Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Position #2: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Agency/Business \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Position #3: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Agency/Business \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Describe your duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Volunteer Experience(s)** *(List most recent first.)*

Agency #1 \_\_\_\_\_ Contact \_\_\_\_\_

Person/Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Length of work experience \_\_\_\_\_ Year(s) \_\_\_\_\_

Type of work and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

Agency #2 \_\_\_\_\_ Contact \_\_\_\_\_

Person/Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Length of work experience \_\_\_\_\_ Year(s) \_\_\_\_\_

Type of work and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

Agency #3 \_\_\_\_\_ Contact \_\_\_\_\_

Person/Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Length of work experience \_\_\_\_\_ Year(s) \_\_\_\_\_

Type of work and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

**References:** Please list three people that can speak of your work abilities/skills.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

How does this person know you? \_\_\_\_\_ Is this person a relative? \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

How does this person know you? \_\_\_\_\_ Is this person a relative? \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

How does this person know you? \_\_\_\_\_ Is this person a relative? \_\_\_\_\_

**How would you describe your computer skill level? (Check one.)**

No Knowledge    Beginner    Advanced Beginner    Skilled    Amazing

**Please name all the programs you can use:**

Word Processing: \_\_\_\_\_

Spread Sheet: \_\_\_\_\_

Data Management: \_\_\_\_\_

Presentation: \_\_\_\_\_

Art / Formatting: \_\_\_\_\_

**Are you multi-lingual?**    Yes    No

If Yes, please complete the chart below and indicate if you feel you are fluent in those languages:

What Language?	Read?	Write?	Speak/Sign?	Understand?	Fluent?
#1.	Yes No	Yes No	Yes No	Yes No	Yes No
#2.	Yes No	Yes No	Yes No	Yes No	Yes No
#3.	Yes No	Yes No	Yes No	Yes No	Yes No
#4.	Yes No	Yes No	Yes No	Yes No	Yes No

**Please describe (in just a few words) what actions or qualities you are looking for in a supervisor:** \_\_\_\_\_

\_\_\_\_\_

**Tell us how you feel about multi-tasking?** \_\_\_\_\_

\_\_\_\_\_

**What additional experience(s) and /or qualifications do you have that pertain to the job you are applying for?**

\_\_\_\_\_

**For Your Information: Before employment CAV policy requires a background clearance (obtained through background fingerprint check by CYFD and FBI) a drug test and a TB test both with negative outcomes and a five (5) year driving history. The agency pays for and will coordinate all the testing.**

**Have you ever been convicted of a crime?**  YES  NO

If YES, please list the following details: What crime(s)? \_\_\_\_\_

When convicted? \_\_\_\_\_ Location of Conviction? \_\_\_\_\_

Outcome of Conviction? \_\_\_\_\_

**Although it is not required for you to do so, we would appreciate your answering the following question for purposes of reporting to our various granting agencies.**

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ White

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

**Ethnicity:**

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Latino

How did you hear about this position:

- Newspaper     CAV Staff  
 A friend     Employment Office  
 Flyer     College/School Posting  
 Other

**I certify that all the information recorded in this document is true and accurate.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

*CAV is an affirmative action employer. CAV does not discriminate based on race, religion, color, sex, age, physical disability, marital status, sexual orientation or national origin. CAV reviews its hiring practices regularly to assure compliance with non-discrimination/affirmative action policies.*