

Date returned: _____

Resume included? _____

Received by: _____

CAV STAFF APPLICATION

(Please complete the following application all sides)

Name: _____

Address: _____

Mailing Address

City/Town

Zip

Home Phone: _____ Work Phone: _____

Cell Phone: _____

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?

What would be one of your major contributions?

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:

_____ Year Graduated:

Degree(s) Minor _____ Year Graduated:

_____ 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.

(Don't list current employer, as they will be contacted anyway.)

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

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? (Circle One) Yes No

If Yes, please complete the chart below and circle yes or no in all columns 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.

Hispanic Native American Anglo Other (specify)

How did you hear about this position: newspaper a friend flyer
 CAV staff employment office 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.