

Date submitted: _____

Received by: _____

Community Against Violence (CAV) Employment Application

Resume, Cover Letter, & Three Professional References required.

Name: _____

Mailing Address	City/Town	Zip
-----------------	-----------	-----

If not included on your Resume or Cover Letter Please complete

Phone Number: _____

What Position(s)/Job(s) are you interested in at CAV?

Why do you want to work for CAV?

CAV requires absolute confidentiality and respect for client privacy. Will you fulfill this obligation?

YES NO

When would you be available to begin working at CAV? _____

What is the highest level of Education you have completed? _____

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

No Knowledge Beginner Advanced Beginner Skilled Amazing

Please check each type of computer programs you are comfortable using, write the name of the programs in each category you check:

Word Processing: _____

Spread Sheet: _____

Database Systems/Management: _____

Presentation: _____

Art/Publishing/Graphics: _____

Are you multi-lingual? 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:

Which Languages?	Read?	Write?	Speak/Sign?	Understand?	Fluent?
#1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
#2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
#3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Important Information: Before, and as a condition of, 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 record check. The agency pays for and will coordinate all the testing. Failure to disclose any information requested in conjunction with the application process could affect you being hired, or after being hired, lead to immediate separation of employment.

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 | _____ Black or African American |
| _____ Asian | _____ Native Hawaiian or Another Pacific Islander |
| _____ White | |

Ethnicity:

- _____ Hispanic
_____ Latino

How did you hear about this position?

- | | | |
|-----------------|-------------------------|-----------------------------------|
| _____ Newspaper | _____ CAV Staff | _____ College/School Posting |
| _____ A friend | _____ Employment Office | _____ Flyer _____ 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, national origin, or any other legally-protected basis. CAV reviews its hiring practices regularly to assure compliance with non-discrimination/affirmative action policies.

Thrift Store
Community Against Violence (CAV)
Employment Application

Only required if you are NOT providing a resume.

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

Position #1: _____ **Start Date:** _____ **End Date:** _____

Agency/Business Name: _____

Address: _____

Supervisor (full name): _____ **Phone:** _____

Describe your duties:

Reason for leaving: _____

Position #2: _____ **Start Date:** _____ **End Date:** _____

Agency/Business Name: _____

Address: _____

Supervisor (full name): _____ **Phone:** _____

Describe your duties:

Reason for leaving: _____

Position #3: _____ **Start Date:** _____ **End Date:** _____

Agency/Business Name: _____

Address: _____

Supervisor (full name): _____ **Phone:** _____

Describe your duties:

Reason for leaving: _____

Volunteer Experience(s)

Position #1: _____ Start Date: _____ End Date: _____

Agency/Business Name: _____

Address: _____

Supervisor (full name): _____ Phone: _____

Describe your duties:

Reason for leaving: _____

Position #2: _____ Start Date: _____ End Date: _____

Agency/Business Name: _____

Address: _____

Supervisor (full name): _____ Phone: _____

Describe your duties:

Reason for leaving: _____

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

Reference 1:

Name: _____ Phone: _____

How does this person know you? _____

Reference 2:

Name: _____ Phone: _____

How does this person know you? _____

Reference 3:

Name: _____ Phone: _____

How does this person know you? _____