

Date submitted: _____

Received by: _____

Community Against Violence (CAV) Employment Application

Please include a Resume, Cover Letter, & Three Professional References

Name: _____

Address: _____

Mailing Address	City/Town	Zip
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If not included on your Resume or Cover Letter Please complete

Phone Number: _____

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

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.