**COMMUNITY ACTION FOR IMPROVEMENT, INC.**

1380 LAFAYETTE PARKWAY LAGRANGE, GA 30241

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| --- | --- | --- | --- | --- | --- |
| **Personal Data** | | | | | |
| Position Applying For: Available Start Date: | | | | | |
| Preferred Location to Work: (PLEASE CHECK ONE ) □ CARROLL □ COWETA □ HARRIS □ HEARD □ MERIWETHER □ TROUP | | | | | |
| Name: Last First Middle | | | | | |
| Address: Street City State Zip | | | | | |
| Telephone: Home: Cell: email: | | | | | |
| Social Security Number: | | | | | |
| Referred by: □ Newspaper Ad □ Employment Agency □ Friend or Relative □ Walk In □ Other | | | | | |
| Are you legally eligible to work in the United States? (Federal law requires proof of Identity and employment authorization for all new employees). □ Yes □ No | | | | | |
| **Education/Training** | | | | | |
| School | Name | Location | Dates Attended  From/To: | Degree, Diploma  & Major | Graduated? |
| High School |  |  |  |  |  |
| College |  |  |  |  |  |
| Other  (Business,  Vocational,  Military) |  |  |  |  |  |
| **Employment History (Begin with current or last job).** | | | | | |

PHONE: (706) 884–2651 FAX: (706) 756-2746

**An Equal Opportunity Employer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Employer | | Address City ST. Zip Phone | | | | |
| Dates of Employment  From:  To: | | Job Title | | Rate of Pay | | Supervisor |
| Reason for Leaving: | | | | | | |
| Name of Employer | | Address City ST. Zip Phone | | | | |
| Dates of Employment  From:  To: | | Job Title | | Rate of Pay | | Supervisor |
| Reason for Leaving: | | | | | | |
| Name of Employer | | Address City ST. Zip Phone | | | | |
| Dates of Employment  From:  To: | | Job Title | | Rate of Pay | | Supervisor |
| Reason for Leaving: | | | | | | |
| **Personal References** | | | | | | |
| **Please provide three (3) references excluding relatives or previous coworkers that may be contacted.** | | | | | | |
| **Name** | **Address** | | **Years Known** | | **Telephone** | |
| **1.** |  | |  | | **( )** | |
| **2.** |  | |  | | **( )** | |
| **3.** |  | |  | | **( )** | |
| **Additional Information**  **l** | | | | | | |
| **Have you been an employee of this organization in the past?** □ Yes □ No | | | | | | |
| **If hired, will you work overtime if required?** □ Yes □ No | | | | | | |
| **Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgement to a felony? ( excluding misdemeanors and traffic offenses)** □ No □ Yes If yes, please explain: | | | | | | |
| The information listed on this application and attached resume is true and complete to the best of my knowledge. If the company employ me, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The company has my permission to obtain all necessary information from the references I have provided, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to any company.  I understand this application does not constitute a guarantee of continued employment of any kind. Should I be employed by Community Action For Improvement, Inc., I may resign such employment at any time at my discretion with or without prior notice and Community Action For Improvement, Inc., may terminate at any time at their distraction, with or without cause and with or without notice. | | | | | | |
| |  | | --- | | **Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |   **Applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.** | | | | | | |