



*"The Alliance for Community Transformations provides responsive and preventative services to individuals and families, and work through partnerships and collective action to create truly safe, healthy and socially just communities where every member thrives"*

**\*Please Print If Filling Out a Hard Copy\***

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Referral Source:

Advertisement  Employee  Relative/Friend  Government Employment Agency  Private Employment Agency  
 Walk-In  Other: \_\_\_\_\_ Name of source if applicable: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zipcode

Home Phone Number: \_\_\_\_\_ Preferred time to call: \_\_\_\_\_  
Work Phone Number: \_\_\_\_\_ May we call you at work?  Yes  No If Yes, When? \_\_\_\_\_

If you are under 18, can you furnish a work permit?  Yes  No  
Are you legally eligible for employment in this country?  Yes  No  
(Proof of U.S. Citizenship or immigration status required upon employment)

Have you applied to an agency in The Alliance before?  Yes  No  
If yes, what agency? \_\_\_\_\_ When did you file the application? \_\_\_\_\_  
Have you worked with an agency in The Alliance before?  Yes  No  
If yes, what agency? \_\_\_\_\_ What dates? \_\_\_\_\_ to \_\_\_\_\_

Date available for work: \_\_\_\_\_ Are you on layoff and subject to recall?  Yes  No  
Type of employment desired (Check all that apply):  Full Time  Part Time  Temporary  
Are you willing to travel if the job requires it?  Yes  No  
Do you possess a valid California Driver's License?  Yes  No

Have you been convicted of a felony in the last seven (7) years?  Yes  No  
(Such conviction may be relevant if job related, but does not bar you from employment)  
If yes, please explain:

## EMPLOYMENT HISTORY

List your last four (4) employers, assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in *comments* section below.

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities
		From	To	
Address				
Job Title		Hourly rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities
		From	To	
Address				
Job Title		Hourly rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
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Reason for Leaving		Hourly rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

Comments (Including explanation of any gaps in employment)

Skills and Qualifications – Summarize any special training, skills, licenses, certificates, and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying:

EDUCATIONAL BACKGROUND (If job related)

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned if any. D. Grade point average or class rank. E. Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree/ Diploma	D. GPA/ Class Rank	E. Major	F. Minor

List any additional language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

REFERENCES

List names and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

List professional, trade, business, or civil association and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other protected status.)

Organization	Office Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

List any additional information you would like us to consider.

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representation for seeking such information and all other persons, corporations, or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for 6 months. At the conclusion at this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant: \_\_\_\_\_

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

**EEO Policy Statement**

Alliance For Community Transformations is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of Alliance For Community Transformations that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of race, color, religion, ancestry, national origin, age, sex, marital status, sexual orientation, medical condition, or physical disability. All other personnel actions such as compensation, benefits, layoffs, returns from layoffs, terminations, and training are also administered regardless of race, color, religion, ancestry, national origin, age, sex, marital status, sexual orientation, medical condition, or physical disability. Additionally, Alliance For Community Transformations adheres to ADA standards.

(Retyped 2016)