

# WASHITA VALLEY COMMUNITY ACTION COUNCIL APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Last Name	First Name	Middle Name	
Street Address	City	State	ZIP
E-mail Address (please print clearly)			
Telephone Number(s)		Date of Application	
Position Applied For ( <b>Separate application must be completed for each position</b> )			

Are you 18 years of age or older? Yes  No  How did you hear about this position? \_\_\_\_\_

Do you have the legal right to work and live in the U.S.? Yes  No  Would you relocate? Yes  No   
*(Federal law requires proof of citizenship or immigration status upon employment)*

List names and relationships of persons you know working here: \_\_\_\_\_

## EDUCATION

**Circle the highest grade completed.**

Elementary: 5 6 7 8      High School: 1 2 3 4      College: 1 2 3 4 5 6 7 8

**G.E.D. (High School Equivalency):** Year G.E.D. Received \_\_\_\_\_ Where G.E.D. Received \_\_\_\_\_

Do you have a CDA [ ] Yes [ ] No      Do you have a Certificate of Mastery [ ] Yes [ ] No

Do you have an Associate's Degree [ ] Yes [ ] No      Degree is in: \_\_\_\_\_

Do you have a Bachelor's Degree [ ] Yes [ ] No      Degree is in: \_\_\_\_\_

	High School	College/University	Vo-Tech/Other
<b>School Name and Location</b>			
<b>Primary Courses of Study</b>			

Describe any specialized training or skills:

4/2017

**WASHITA VALLEY COMMUNITY ACTION COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER.**  
 We consider applicants for all positions without regard to race, color, religion, creed, national origin, age, disability, marital or veteran status, gender identity, sexual orientation, or any other legally protected status.



## CONDITIONS OF EMPLOYMENT

Please **INITIAL** each statement certifying you have read and understood all statements in the CONDITIONS OF EMPLOYMENT.

***Also sign and date at the bottom.***

\_\_\_\_\_ I acknowledge that the information I have supplied is correct to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

\_\_\_\_\_ If selected for employment, I understand I will be required to submit documentation establishing my identity and eligibility to be legally employed in the United States by the date given as available for work.

\_\_\_\_\_ I understand if I am selected for employment additional information may be required by State or Federal laws or regulations including but not limited to OSBI, FBI & DMV.

\_\_\_\_\_ I understand that compliance with the agency's Drug Free Workplace Policy are conditions of continued employment.

\_\_\_\_\_ I understand the agency may investigate and verify all data given on this application, on related papers and in interviews. I authorize individuals, schools and firms named herein, except my current employer, if so noted, to provide any information requested and I release them from all liability for damage in providing this information.

\_\_\_\_\_ I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment.

\_\_\_\_\_ I understand that any offer of employment is conditional upon my taking a drug test and the result thereof. I understand refusal to comply with this requirement will be considered the equivalent of receiving a confirmed "positive" drug screen result and will have the offer of employment withdrawn.

A false or dishonest answer to any question on this agency's application for employment will cause you to be ineligible for employment. All statements of this application are subject to investigation, including a background check, references and former employers. All information will be considered in determining employment with this agency.

I CERTIFY THAT THE ANSWERS GIVEN HEREIN ARE TRUE AND CORRECT. I ALSO CERTIFY THAT I HAVE READ AND UNDERSTAND ALL STATEMENTS IN THE CONDITIONS OF EMPLOYMENT.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**WASHITA VALLEY COMMUNITY ACTION COUNCIL IS AN EQUAL OPPORTUNITY AND ADA EMPLOYER**

**INVITATION FOR SELF-IDENTIFICATION  
(AFFIRMATIVE ACTION SURVEY)**

It is the policy of Washita Valley Community Action Council to provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job without regard to age, gender, race, color, religion, national origin, disability, veteran, or any other legally protected status, and to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds. As an employer and federal contractor, we comply with government regulations and affirmative action responsibilities.

In order to help us comply with government record keeping, reporting and other legal requirements, we request that you complete this affirmative action survey. The completion of this form is voluntary. This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

**Government Agencies require periodic reports on the gender and ethnicity of applicants. This data is for analysis and affirmative action only. This information is voluntary and will be treated confidentially. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.**

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**Name:** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female** \_\_\_\_\_  
Job For Which Application is Submitted: \_\_\_\_\_  
**Location Where You are Making Application:** \_\_\_\_\_  
**Referred by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check one of the following:**

- Hispanic or Latino** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White** (Not Hispanic or Latino). A person having origins in any of the original peoples of Europe, the Middle East, or North America.
- African American or Black** (Not Hispanic or Latino). A person with origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino). A person with origins in the any of the people of Hawaii, Guam, Samoa, or other Pacific Islands..
- Asian** (Not Hispanic or Latino). A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, Japan, Korea, the Philippines, Cambodia, Malaysia, Pakistan, Thailand and Vietnam.
- American Indian/Alaskan Native** (Not Hispanic or Latino). A person with origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.
- Two or More Races** (Not Hispanic or Latino). All persons who identify with more than one of the above five races.