



Chatham County Council on Aging

Thank you for your interest in the Chatham County Council on Aging. The Council wants to find the best qualified people available to serve in its positions. Your application will be given serious consideration.

To be considered for employment with the Chatham County Council on Aging, you must answer all questions and complete all sections of this application form. The Council employs only US citizens or aliens who can provide proof of identity and work authorization within three (3) working days of employment.

In completing the application, highlight your competencies (knowledge, skills, abilities and work behaviors) that demonstrate your qualifications for the position for which you are applying. Check for accuracy, sign and date the application.

Employment Application

The Chatham County Council on Aging is an equal opportunity employer. As such, we provide employment opportunities without regard to race, color, religion, national origin, gender, age, disability, veteran status, military service, or other characteristics protected by law.

Full Name:

_____ Date: _____
Last First Middle

_____ Mailing Address

_____ City State ZIP Code

Phone(s): _____ Email _____

Are you at least 18 years of age? Yes _____ No _____

Position Applied for: _____

Date Available: _____ Social Security No. Last 4 Digits: _____ Desired Salary: \$ _____

Are you seeking: ___ Full-time work ___ Part-time work ___ Temporary work

Shift Availability (Check all that apply): Day _____ Evening _____

Day Availability (Check all that apply): Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___

Have you applied for employment with this company before? Yes _____ No _____

Have you ever worked for this agency before? Yes _____ No _____ If yes, give dates and positions:

Are you related by blood, marriage or law to anyone who works for this agency? Yes_____ No_____

If yes, supply name: _____

Are you a citizen of the United States? Yes___ No___ If no, are you authorized to work in the U.S.? Yes___ No___

Do you now, or will you in the future, require sponsorship for employment visa status? Yes___ No___

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO If no, do you have your GED? Yes ___No___

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Certification: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Certification: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Phone: _____

Email: _____ Number of Years Known: _____

Full Name: _____ Relationship: _____

Phone: _____

Email: _____ Number of Years Known: _____

Full Name: _____ Relationship: _____

Phone: _____

Email: _____ Number of Years Known: _____

Work History

Include volunteer experience. Use additional sheets, if necessary. As you describe your work history/experiences, make sure to highlight your competencies that demonstrate your qualifications for the position for which you are applying.

Current/Last Employer _____ Phone: _____

Address: _____ Supervisor: _____

Your Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Per Month Per Month

Work Performed: _____

From: _____ To: _____ Reason for Leaving: _____
Mo/Yr Mo/Yr

May we contact this supervisor/employer for a reference? YES NO

Employer _____ Phone: _____

Address: _____ Supervisor: _____

Your Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Work Performed: _____

From: _____ To: _____ Reason for Leaving: _____
Mo/Yr Mo/Yr

May we contact this supervisor/employer for a reference? YES NO

Employer _____ Phone: _____

Address: _____ Supervisor: _____

Your Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Work Performed: _____

From _____ To: _____ Reason for Leaving: _____
Mo/Yr Mo/Yr

May we contact this supervisor/employer for a reference? YES NO

Criminal History

Have you ever been convicted of (or pleaded guilty or no contest or paid a fine for any offense of any type whatsoever (this includes but is not limited to felonies, misdemeanors, DWI, hunting offenses, domestic violence, violations of city or county ordinances? This does not include minor traffic violations. Yes_____ No_____

If yes, list all offenses, dates of convictions/pleas, county/city/state of conviction: _____

Professional Certifications

List all professional licenses, certifications, etc. that may be related to the position for which you are applying and list dates issued and name of organization(s) granting licenses and/or certifications. _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Check the following skills, experiences, etc. which you have:

- Driver's License _____
 Number State
- Chauffeur's License _____
 Number State
- Car for use at work
- Sign Language
- Foreign (second) Languages (Specify) _____
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Other _____

Use the space below to provide whatever additional information you would like to share about your qualifications for this position or to elaborate on information already given elsewhere in this application.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that the company will undertake, and I authorize the company to undertake, any investigation it deems necessary in considering me for employment or, if hired, my continued employment. I expressly authorize any present or former employer, school, college, university, utility company, credit or finance bureau, personal reference, chief law enforcement officer, member of any local, state, or federal law enforcement agency, or any other person to give the company any information (written or oral) or records concerning me or my qualifications, employment (including but not limited to the reason for my termination), credit, reputation, mode of living, education or criminal record. I unconditionally release the company and its representatives, agents and all persons from whom they request information from any and all liability relating to such request for information or any information provided.

I understand that this application will be active only for the specific position identified above and only during the period the company is seeking to fill the current opening(s) and that any job offer, or if hired, my continued employment, may be conditioned upon a medical examination and/or alcohol or drug testing.

I understand that, if hired, my employment will be strictly at will which means that my employment is for an indefinite period and that the company or I may terminate the employment at anytime, for any or no reason, with or without notice or intermediate steps. I further understand that no verbal statements or statements in any company policy or procedure manual, employee handbook, or other document shall be construed to have altered the at-will nature of my employment. No company manager or representative shall be authorized to make any representations to the contrary.

Signature: _____
(Unsigned applications will not be processed.)

Date: _____

Equal Employment Opportunity Statistical Information ONLY

In order to comply with the Equal Opportunity Commission's reporting requirements and for additional statistical purposes, the following information is being requested. This information will be kept confidential and will, in no way, be used in determining your suitability for employment with the Chatham County Council on Aging. This section is kept separate so that it will not affect the selection process.

Date of Birth (mm/dd/yyyy):_____

Sex: Male_____ Female_____

Ethnic Origin:

- African-American
- American Indian
- Asian
- Hispanic
- White, not of Hispanic origin
- Other

If other, please list:_____

Who referred you to the Chatham County Council on Aging?

- Newspaper Ad
- Council Employee
- ESC
- Other

If other, please list:_____