



YOUTH CENTER • PRESCHOOL • RECREATION CENTER

**Carter Community Building Association**

Form Effective Date: 3/9/2023

# APPLICATION FOR EMPLOYMENT

Date Completed:

\_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## POSITION

Position(s) Sought: \_\_\_\_\_

When Available:    \_\_\_ Full-time    \_\_\_ Part-time

Day:	___	Mon	___	Tues	___	Wed	___	Thurs	___	Fri	___	Sat	___	Sun
From:	___		___		___		___		___		___		___	
To:	___		___		___		___		___		___		___	

## EDUCATION

	<u>Name</u>	<u>Location</u>	<u>Years Completed</u>				<u>Diploma/ Course of Study</u>
High School:	_____	_____	9	10	11	12	_____
College:	_____	_____	1	2	3	4	_____
Grad School:	_____	_____	1	2	3	4	_____

Licenses and Certifications:

\_\_\_\_\_  
\_\_\_\_\_

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**REFERENCES**

Give the name, telephone number, address and relationship to you of three (3) references, preferably including at least two (2) recent employers.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EMPLOYMENT**

In the section below, begin with your present or most recent job. You may continue on a separate sheet of paper. Instead of filling in the information on this page, you may attach a resume.

1. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Dates employed: From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_  
Position or type of work: \_\_\_\_\_  
Reason left job: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Dates employed: From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_  
Position or type of work: \_\_\_\_\_  
Reason left job: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Dates employed: From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_  
Position or type of work: \_\_\_\_\_  
Reason left job: \_\_\_\_\_

4. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Dates employed: From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_  
Position or type of work: \_\_\_\_\_  
Reason left job: \_\_\_\_\_

**OTHER JOB-RELATED EXPERIENCE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**OTHER BACKGROUND INFORMATION**

Have you ever been convicted of any criminal offense that has not been annulled by a court, either a misdemeanor or a felony?

\_\_\_\_\_Yes \_\_\_\_\_No

If yes, please explain the specific nature of the offense and the circumstances surrounding it, including your age at the time you were convicted and any rehabilitation you completed.

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Conviction for a crime will not automatically result in your disqualification for employment by the CCBA. Circumstances related to the conviction (e.g., when it occurred, the nature and seriousness of the crime) will be considered in relation to the position for which you have applied. The CCBA will not, however, employ any individual who has been convicted by a court of or who has been found by a state administrative agency to have assaulted, abused, neglected, or exploited a child, if that conviction or finding has not been annulled by a court.

