

APPLICATION FOR EMPLOYMENT
Community Information & Referral (CIR)
2200 N. Central Ave. #601
Phoenix, Arizona 85004
(602) 263-8845 / (602) 263-0979 Fax
Email: cir@cir.org

Read carefully and fill out application completely. Print all information legibly.

PERSONAL INFORMATION:

Date: _____

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, color, religion, age, gender, sexual orientation, national origin, veteran status or disability.

Current Legal Name (last, first, middle) _____

Any other legal name(s) used (last, first, middle) _____

Street Address _____

City _____ State _____ Zip _____

Home Phone # _____ Business Phone # _____

Languages spoken _____

Languages you can read _____

Languages you can write _____

Have you ever been convicted of a felony? _____ If yes, please describe conditions. Disclosure of a criminal record does not automatically disqualify you from employment consideration. _____

EMPLOYMENT INFORMATION

Title of position applying for _____

How did you hear about the position? _____

Desire full-time? _____ Desire part-time? _____ Date you can start? _____ Salary desired? _____

EDUCATION

Name of School/City/State

Major

High School _____ Grad _____ (Y/N)

College _____ Grad _____ (Y/N)

College _____ Grad _____ (Y/N)

Bus/Trade School _____ Grad _____ (Y/N)

Other Training _____ Grad _____ (Y/N)

List experiences, volunteer work, skills, or qualifications that would be beneficial to CIR. Include business and office machines you are familiar with, if applicable. _____

EMPLOYMENT HISTORY (Begin with present or most recent employer. Explain all gaps in employment.)

Company Name : _____

Address: _____ Phone #: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____

Responsibilities: _____

Reason for leaving: _____

Company Name : _____

Address: _____ Phone #: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____

Responsibilities: _____

Reason for leaving: _____

Company Name : _____

Address: _____ Phone #: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____

Responsibilities: _____

Reason for leaving: _____

Attach additional information if necessary.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. CIR is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment by CIR is "at will" which means that either I or CIR can terminate the employment relationship at any time, or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor or manager of CIR other than the Executive Director has any authority to alter the foregoing.

BE SURE THAT EACH AREA OF THE APPLICATION HAS BEEN FILLED IN. WRITE "N/A" IN ANY ARE NOT APPLICABLE.

Signature: _____ Date: _____

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Interviewed By:

Date:

Comments:

If applicant is hired, attach an employment reference form for each of the employers listed on application.
