



Employment Application

Equal Opportunity/AA Employer

SUBMIT APPLICATION BY:

Fax (888) 906-7488
Email jobs@communityactionam.org
Mail Attention: Human Resources
Community Action Alger Marquette
1125 Commerce, Marquette, MI 49855

FOR INFORMATION ON POSTIONS:

Website www.communityactionam.org

Date of Application _____

Position(s) applying for _____

Type of Employment: Full-time ___ Part-time ___ Sub ___ Temp ___

First Name _____ LastName _____ MI _____

Address _____ City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

Email Address _____

Have you previously applied for employment with Community Action Alger Marquette? Y or N
If yes, give date _____

Were you previously employed with Community Action Alger Marquette? _____ If yes, give
date _____

Have you been convicted of a felony in the last seven (7) years? _____ (Such conviction may be relevant if
job related, but does not bar you from employment.)

If you answered yes to the conviction of a felony, please
explain: _____

Are you a Head Start Parent? _____ If yes, when was your child enrolled in Head Start?

Does Community Action Alger Marquette currently employ anyone related to you? _____ If yes, what
position does that person hold? _____

Are you currently related to any person on the Community Action Alger Marquette Board of
Directors? _____

Have you lived in Michigan for the past ten (10) years?_____ If no, what state(s) did you reside in and for how long?

Prior Employment Information – List your last three (3) employers, starting with the most recent.

Company Name _____ May we contact this employer? Y N

Company Phone _____ Supervisor's Name _____

Company Start Date _____ Company Leave Date _____

Highest Wage _____

Why did you leave this employer? _____

Company Job Titles/Duties _____

Company Name _____ May we contact this employer? Y N

Company Phone _____ Supervisor's Name _____

Company Start Date _____ Company Leave Date _____

Highest Wage _____

Why did you leave this employer? _____

Company Job Title/Duties _____

Company Name _____ May we contact this employer? Y N

Company Phone _____ Supervisor's Name _____

Company Start Date _____ Company Leave Date _____

Highest Wage _____

Why did you leave this employer? _____

Please explain any period of time not accounted for in your employment information.

List all special skills which you want us to consider in evaluating your qualifications (ie. Degrees, Computer skills, training, certifications, etc.)

Education Information

School Name _____ Type of School _____

School City _____ School State _____ School Zip _____

School Degree _____ Currently attending this school? _____

of years attended _____ Graduated? _____ GPA _____

School Name _____ Type of School _____

School City _____ School State _____ School Zip _____

School Degree _____ Currently attending this school? _____

of years attended _____ Graduated? _____ GPA _____

School Name _____ Type of School _____

School City _____ School State _____ School Zip _____

School Degree _____ Currently attending this school? _____

of years attended _____ Graduated? _____ GPA _____

Professional References

List individuals who are not related to you and who are able to evaluate your professional knowledge and ability. These may be individuals from your past and/or current employers.

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

IMPORTANT, PLEASE READ CAREFULLY

Applicant/Employee Verification, Authorization and Release

I authorize Community Action Alger Marquette to investigate all statements contained in this application (and accompanying resume, if any). I also authorize Community Action Alger Marquette to conduct a background check which may include, without limitation, contacting past employers and references, conducting an investigation of my personal history, a Department of Human Services Clearance, a National Sex Offenders Registry Clearance and a criminal background check

I understand that applicants who misrepresent or omit any material facts on this application or during any subsequent interview may not be hired or if hired, and found to have made a misrepresentation may be terminated immediately and I agree that Community Action Alger Marquette shall not be held liable in any respect if I am not hired or terminated for that reason. If employed, I agree to observe all rules, regulations, policies and procedures of Community Action Alger Marquette.

All Community Action Alger Marquette employees are at-will employees.

Neither this employment application nor any of the company's policies or procedures shall be considered a contract or guarantee of employment or continuation of employment. I understand this application is only current for 180 days. At the conclusion of this time, if I have not heard from Community Action Alger Marquette and still wish to be considered for employment, it will be necessary to update this application.

Printed Name _____

Applicant Signature _____

Date Signed _____