

CHICO COMMUNITY SHELTER PARTNERSHIP--TORRES SHELTER

APPLICATION FOR EMPLOYMENT

Name: Last, First, Middle Initial – as it appears on your Social Security Card

Preferred first name, if different

Mailing Address: Post Office Box or Number and Street

City, State, and Zip

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Home Phone Number

Work Phone Number

Message Phone Number

E-mail Address where you can receive confidential information regarding the status of your application (**OPTIONAL**)

Position applying for:

EDUCATION:

Jr. College

University

Please attach an additional page if more space is required.

High School Graduate? yes; no

1; 2

1; 2; 3; 4

If not a graduate, GED equivalent? yes; no

5; 6; 7; 8

Name of School

Major

Diploma/Degree Earned

VOLUNTEER SERVICES

Describe any *duties* (not agencies) you perform or have performed as a volunteer that may be related to the position for which you are applying.

As an adult, have you ever been convicted of any crime? (Excluding non-felony traffic violations.) A conviction includes a plea, verdict, or finding of guilt, regardless of whether a sentence was imposed by the court. A conviction will not necessarily disqualify an applicant from employment.

NO YES If 'yes', explain:

Have you been arrested for any criminal offense for which you are out on bail, or on your own recognizance, pending trial?

NO YES Note: The employer cannot use such an arrest as a basis to deny employment, unless the person is convicted.

If 'yes', explain:

EMPLOYMENT HISTORY

Account for work experience during the last 10 years and describe specific duties that are relevant to the position for which you are applying. **To allow for accurate review and consideration, your application should provide a complete and detailed description of your work experience.** It is to your benefit to be as thorough as possible because this information will be used to determine if you are qualified for this position. You may attach an additional page if more space is required or refer to a résumé only for the duties description.

FROM (mo/yr)	TO (mo/yr)	JOB TITLE or OCCUPATION: Part time <input type="checkbox"/> Full time <input type="checkbox"/>	NAME OF YOUR DIRECT SUPERVISOR
CURRENT EMPLOYER'S NAME and ADDRESS:			SUPERVISOR'S PHONE NUMBER ()
DESCRIPTION OF DUTIES:			
CURRENT SALARY MAY WE CONTACT YOUR CURRENT EMPLOYER?			

FROM (mo/yr)	TO (mo/yr)	JOB TITLE or OCCUPATION: Part time <input type="checkbox"/> Full time <input type="checkbox"/>	NAME OF YOUR DIRECT SUPERVISOR
EMPLOYER'S NAME and ADDRESS:			SUPERVISOR'S PHONE NUMBER ()
DESCRIPTION OF DUTIES:			
REASON FOR LEAVING:			
SALARY UPON LEAVING:			

EMPLOYMENT HISTORY, continued

FROM (mo/yr)	TO (mo/yr)	JOB TITLE or OCCUPATION: Part time <input type="checkbox"/> Full time <input type="checkbox"/>	NAME OF YOUR DIRECT SUPERVISOR
EMPLOYER'S NAME and ADDRESS:			SUPERVISOR'S PHONE NUMBER ()
DESCRIPTION OF DUTIES:			
REASON FOR LEAVING:			
SALARY UPON LEAVING:			

FROM (mo/yr)	TO (mo/yr)	JOB TITLE or OCCUPATION: Part time <input type="checkbox"/> Full time <input type="checkbox"/>	NAME OF YOUR DIRECT SUPERVISOR
EMPLOYER'S NAME and ADDRESS:			SUPERVISOR'S PHONE NUMBER ()
DESCRIPTION OF DUTIES:			
REASON FOR LEAVING:			
SALARY UPON LEAVING:			

REFERENCES: Please provide the names of three people not related to you, whom you have known for at least one year.

REFERENCE NAME	YEARS ACQUAINTED	TELEPHONE NUMBER

APPLICANT CERTIFICATION

I hereby certify that all statements are true and complete. I authorize investigation of all statements contained in this application. If employed, I understand that any falsification of the record is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without previous notice.

Signature

Date