

COMMUNITY ACTION OF LARAMIE COUNTY, INC.
EMPLOYMENT APPLICATION

Please review the job description for a job **before** you apply. State the exact job title of the position you are applying for. Submit one application, with supporting documentation, for each position you are applying for.

A resume may be attached, but is not considered a substitute for the work experience or education portion of the application. If you attach a resume, please refer to it in the appropriate sections of the application.

Incomplete or illegible applications will **not** be processed. If a particular question is not applicable to the position for which you are applying, write "N/A" in the space. If more space is needed to give full answers or explanations, attach additional sheets. If you require, additional work experience pages will be provided upon request. Experience and education must be listed on the application for it to be considered.

False statements, evidence of fraud or deceit in connection with this application will disqualify you from employment, and if discovered after employment, are grounds for discharge.

NAME: _____ DATE: _____
(First/Middle/Last)

ADDRESS: _____ ZIP CODE: _____
(Street/City/State)

PHONE NUMBER: _____ ALTERNATE: _____
(Home/Work)

POSITION APPLIED FOR (Please Use Exact Title): _____

1. Have you ever been employed by CALC or any of its programs? __Y __N
If "Yes", which program and when?
2. Do you have relatives employed by CALC or on any of its Boards? __Y __N
If "Yes", which program?
3. Are you willing to travel on the job if required? __Y __N
4. Are you willing to work overtime if required? __Y __N
5. Are you bondable to handle money/make financial transactions? __Y __N
6. Do you possess a valid Wyoming Drivers License? __Y __N
If "Yes", what class?
7. Are you insurable for vehicle operations? __Y __N
If "No", please explain:
8. Do you own a vehicle that you can use in your work if required? __Y __N
9. Have you ever been convicted of an offense in a court of law? If "Yes" give dates, details __Y __N
and penalties for each occurrence on an attached sheet of paper. Do not include minor traffic
violations. An answer of "Yes" to this question does not constitute an automatic bar to employment.

EDUCATION

1. LAST HIGH SCHOOL ATTENDED: _____

2. Did You Graduate from High School/Do You Have a GED Certificate? ___Y ___N

3. COLLEGES/UNIVERSITIES/TRADE SCHOOLS: Credits Major/Minor Dates Degree

4. List Any Other Job Related Training/Courses You Have Taken. Also, List Any Other Job Related Qualifications You Possess. (Attach Transcripts or Relative Documentation).

EMPLOYMENT

1. EMPLOYER: _____ DATES: _____

ADDRESS: _____ POSITION HELD: _____

SUPERVISOR: _____ MAY WE CONTACT? ___Y ___N

SALARY AT TERMINATION \$ _____ PER _____ PHONE NUMBER: _____

NUMBER/TYPE OF POSITIONS SUPERVISED: _____

REASON FOR LEAVING: _____

DUTIES: _____

2. EMPLOYER: _____ DATES: _____

ADDRESS: _____ POSITION HELD: _____

SUPERVISOR: _____ MAY WE CONTACT? ___Y ___N

SALARY AT TERMINATION \$ _____ PER _____ PHONE NUMBER: _____

NUMBER/TYPE OF POSITIONS SUPERVISED: _____

REASON FOR LEAVING: _____

DUTIES: _____

3. EMPLOYER: _____ DATES: _____
 ADDRESS: _____ POSITION HELD: _____
 SUPERVISOR: _____ MAY WE CONTACT? ___Y ___N
 SALARY AT TERMINATION \$ _____ PER _____ PHONE NUMBER: _____
 NUMBER/TYPE OF POSITIONS SUPERVISED: _____
 REASON FOR LEAVING: _____
 DUTIES: _____

4. EMPLOYER: _____ DATES: _____
 ADDRESS: _____ POSITION HELD: _____
 SUPERVISOR: _____ MAY WE CONTACT? ___Y ___N
 SALARY AT TERMINATION \$ _____ PER _____ PHONE NUMBER: _____
 NUMBER/TYPE OF POSITIONS SUPERVISED: _____
 REASON FOR LEAVING: _____
 DUTIES: _____

5. EMPLOYER: _____ DATES: _____
 ADDRESS: _____ POSITION HELD: _____
 SUPERVISOR: _____ MAY WE CONTACT? ___Y ___N
 SALARY AT TERMINATION \$ _____ PER _____ PHONE NUMBER: _____
 NUMBER/TYPE OF POSITIONS SUPERVISED: _____
 REASON FOR LEAVING: _____
 DUTIES: _____

REFERENCES

List the name, address, and phone number for three personal references. Please do not include former employers or relatives.

1. _____
2. _____
3. _____

