

Community Services of Arizona

Application for Employment (Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, color, race, creed, national origin, religious persuasion, marital status, political belief, genetics, or disability that does not prohibit performance of essential job functions. This form does not indicate there is a position open and does not obligate the company to hire. Federal law prohibits the employment of unauthorized workers. CSA participates in E-verify. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I. Personal Information:

Name: Last First Middle

Street Address City State Zip

Social Security Number Telephone

Referred by Are you 18 years of age or older? Yes No

Are you a previous employee by this company? Yes No

Are you a U.S. citizen or a non-U.S. citizen authorized to work in the United States? Yes No

Current Position Applied for: _____

Salary/Wage desired: _____ Date available to begin employment: _____

If any work history under other names, please specify names: _____

Language Proficiency: Specify language and level of proficiency (i.e. speak, read and/or write):

Are you related to or reside in the same household as any current CSA employee or Board Member? Yes No

If yes to above, list name(s) and relationship(s) _____

Have you ever been convicted of a *misdemeanor* or *felony* (other than minor civil traffic offenses), placed on probation, fined, or given a suspended sentence (include military trial convictions)? Yes No If yes, please explain _____

Note: Voluntarily disclosed convictions will not automatically bar an applicant from employment with CSA. The relationship of the conviction to the job, as well as severity, the passage of time, and subsequent job performance will be considered.

Have you ever been requested or forced to leave any post or position for misconduct or unsatisfactory service (or resigned in lieu of disciplinary action)? Yes No If yes, please explain _____

II. Educational History: School Name/Location Years Completed Degree/Diploma

Elementary _____

Jr. High _____

Reason For Leaving _____

Work Performed: _____

NOTE: We may contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

(Employer's Name) _____ Reason _____

(Employer's Name) _____ Reason _____

IV. References Please do not include relatives or former employers.

1. Name _____ Years Known _____

Address _____ Telephone _____

Occupation _____ How known/relationship _____

2. Name _____ Years Known _____

Address _____ Telephone _____

Occupation _____ How known/relationship _____

3. Name _____ Years Known _____

Address _____ Telephone _____

Occupation _____ How known/relationship _____

V. Certification & Authorization By signing below, you certify that all information provided in this application is true and you also authorize the company to contact your references and employers as indicated and to thoroughly investigate all statements contained in this application and resume. Note: CSA performs background checks and drug testing.

Signature: _____

Date: _____

CSA is committed to equal opportunity, reasonable accommodation & being a smoke free/drug free workplace

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VOLUNTARY AFFIRMATIVE ACTION DATA

This document is not part of the employment application and will not be filed in your personnel record. In an effort to comply with government record keeping and reporting requirements, we request that you complete this form. Providing this information is voluntary and no action will be taken against you if you fail to comply with this request. The information has no bearing on any employment decisions and will be kept confidential in accordance with applicable laws and regulations. Your cooperation is appreciated.

Completion of this form is strictly voluntary. We consider all applicants for positions without regard to race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of unlawful criteria.

Name: _____ Date: ____/____/____

Position: _____

Gender _____ Male _____ Female Date of Birth: ____/____/____

EEO Identification

- ____ W White/Caucasian
____ B African American/Black (*not of Hispanic origin*)
____ H Hispanic
____ API Asian or Pacific Islander
____ A American Indian or Alaska Native
____ D Disabled
____ O Other: _____

Referral Source

- ____ Unsolicited
____ Employment Agency
____ Jobing.com
____ Monster.com
____ Other job posting/advertisement - *Identify* _____
____ Employee Referral
____ Other - *Identify* _____

ADMINISTRATIVE USE ONLY

EEO-1 Category (*Circle*)

- | | |
|---------------------------|---------------------------------------|
| 1. Officials and Managers | 6. Craftworkers (<i>skilled</i>) |
| 2. Professionals | 7. Operatives (<i>semi-skilled</i>) |
| 3. Technicians | 8. Laborers (<i>unskilled</i>) |
| 4. Sales Workers | 9. Service Workers |
| 5. Office and Clerical | |

Hired?

Yes

No