



Green Hills Community Action Agency
1506 Oklahoma Ave, PO BOX 278 | Trenton MO 64683
Phone: 660.359.3907 | email: HR@ghcaa.org
"An Equal Opportunity Employer"

For Agency Use Only
Date/Time Received

PRE-EMPLOYMENT APPLICATION

Please answer all questions on this form, even if your resume is attached.

Name: _____

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____ Other: _____

E-Mail Address: _____

Are you a United States Citizen or do you possess a work visa? ___ Yes ___ No

Are you presently related to any member of the Board of Directors of GHCAA? ___ Yes ___ No

If yes, name & relationship: _____

Have you ever been convicted of any violation of the law other than minor traffic violations? ___ Yes ___ No

Position Applied For: _____ Date you can start: _____

Are you currently employed? ___ Yes ___ No If yes, where, and what type of work do you do: _____

Are you currently receiving U.I. benefits? ___ Yes ___ No

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?

___ Yes ___ No

What type of office equipment and computer hardware/software are you familiar with?

What is/was your annual salary? _____ Salary desired: _____

From what source did you learn of this job opportunity? _____

Are you will to accept training? ___ Yes ___ No

WORK EXPERIENCE

Please give accurate, complete full-time and part-time employment history.

Start with your present or most recent job.

1) Employer	<u>Dates Employed</u>	<u>Work Performed</u>
_____	<u>From</u> <u>To</u>	_____
Address _____	_____	_____
_____	<u>Hourly Rate/Salary</u>	_____
Telephone Number(s) _____	<u>Starting</u> <u>Final</u>	_____
_____	_____	_____
Starting/Present Job Title _____	_____	_____
_____	<u>May We Contact</u>	_____
Supervisor _____	_____	_____
_____	____ Yes ____ No	_____
Reason for Leaving _____	_____	_____

2) Employer	<u>Dates Employed</u>	<u>Work Performed</u>
_____	<u>From</u> <u>To</u>	_____
Address _____	_____	_____
_____	<u>Hourly Rate/Salary</u>	_____
Telephone Number(s) _____	<u>Starting</u> <u>Final</u>	_____
_____	_____	_____
Starting/Present Job Title _____	_____	_____
_____	<u>May We Contact</u>	_____
Supervisor _____	_____	_____
_____	____ Yes ____ No	_____
Reason for Leaving _____	_____	_____

3) Employer	<u>Dates Employed</u>	<u>Work Performed</u>
_____	<u>From</u> <u>To</u>	_____
Address _____	_____	_____
_____	<u>Hourly Rate/Salary</u>	_____
Telephone Number(s) _____	<u>Starting</u> <u>Final</u>	_____
_____	_____	_____
Starting/Present Job Title _____	_____	_____
_____	<u>May We Contact</u>	_____
Supervisor _____	_____	_____
_____	____ Yes ____ No	_____
Reason for Leaving _____	_____	_____

4) Employer	<u>Dates Employed</u>	<u>Work Performed</u>
_____	<u>From</u> <u>To</u>	_____
Address _____	_____	_____
_____	<u>Hourly Rate/Salary</u>	_____
Telephone Number(s) _____	<u>Starting</u> <u>Final</u>	_____
_____	_____	_____
Starting/Present Job Title _____	_____	_____
_____	<u>May We Contact</u>	_____
Supervisor _____	_____	_____
_____	____ Yes ____ No	_____
Reason for Leaving _____	_____	_____

EDUCATION

Complete for highest level attained.

School	Name & Location	Course of Study	Years Completed	Degree/Diploma
High School	_____	_____	_____	_____
Vocational / Trade School	_____	_____	_____	_____
Undergraduate	_____	_____	_____	_____
Graduate / Professional	_____	_____	_____	_____

List other job-related experience/education:

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:

List any professional, trade, business or civic activities and office held:

Do you drive a vehicle? Yes No

Do you have a valid driver's license? Yes No

Do you have auto insurance? Yes No

MILITARY SERVICE

Are you a veteran? Yes No If yes, what special skills did you acquire in the service? _____

REFERENCES

List below the names of three persons not related to you, who can provide work-related references and whom you have known for at least one year.

Name	Address/Phone	Occupation	Best Time to Call
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

REMARKS

Please explain why you are applying for this position.

APPLICANT'S STATEMENT

Please read carefully before signing.

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of GHCAA.

Signature of Applicant

Date

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER
SERVICES PROVIDED ON A NON-DISCRIMINATORY BASIS**