

# APPLICATION FOR EMPLOYMENT

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## **Our Mission:**

The Mission of Cincinnati Union Bethel is to provide affordable housing, supportive services and education that assist low-income women, children, families, and communities to realize their greatest potential.

*Cincinnati Union Bethel is an equal opportunity employer. All applicants are considered for positions based on qualifications without regard to race, color, religion, ethnicity, sex, sexual orientation, disability, age, national origin or veteran's status in any manner prohibited by federal and state law. An applicant's right to privacy shall be respected and the results of inquiries shall be treated in confidence.*



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# APPLICATION FOR EMPLOYMENT

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**PLEASE PRINT**

Position(s) applied for:		Date of Application:	
How did you learn about us? Ad <input type="checkbox"/> Ad Source:      Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other <input type="checkbox"/> Please explain:			
Last Name:		First Name:	Middle Initial:
Address:		City:	State:      Zip:
Email:	Telephone Number(s) Home:		Cell:
On what date would you be available for work?			
Are you available for work: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> Shift Work: <input type="checkbox"/> Temporary: <input type="checkbox"/>			
Are you at least 18 years of age?		If not can you provide required proof of your eligibility to work?	
Have you ever filed an application with us before?			If YES, when?
Have you ever been employed with us before?			If YES, when?
Do you have a relative employed with us?			
Do you have a child/children enrolled in a CUB Head Start/Early Childhood Education program?			If YES, where?
Are you currently employed?		May we contact your present employer?	
Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Proof of citizenship or immigration will be required upon employment.			
Are you currently on "lay-off" status and subject to recall?			Can you travel if a job requires it?

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**EMPLOYMENT EXPERIENCE**

*Start with your present or most current job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.*

<b>#1. Employer:</b>	Dates Employed:		Hourly Rate/Salary:	
	From:	To:	Starting:	Final:
Address:				
Telephone Number(s):	Work Performed:			
Job Title:	Supervisor:			
Reason for Leaving:	Phone Number:			

<b>#2. Employer:</b>	Dates Employed:		Hourly Rate/Salary:	
	From:	To:	Starting:	Final:
Address:				
Telephone Number(s):	Work Performed:			
Job Title:	Supervisor:			
Reason for Leaving:	Phone Number:			
<b>#3. Employer:</b>	Dates Employed:		Hourly Rate/Salary:	
	From:	To:	Starting:	Final:
Address:				
Telephone Number(s):	Work Performed:			
Job Title:	Supervisor:			
Reason for Leaving:	Phone Number:			

### Education

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location				
Years Completed (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/ Degree/ GPA				
Describe Course of Study				

### References

Name	Title	Company	Telephone

*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status*

**Foreign languages you can speak, read and/or write:** \_\_\_\_\_

**As an applicant for employment with CUB, I understand the following:**

*Employment Application Certification & Acknowledgement Statement please read carefully before signing. I hereby certify that I have a genuine interest in being hired and that all of the foregoing statements are true and correct. I agree to assume a continuing responsibility to disclose additional or new information called for by this employment application, but known to me only after this application was completed. I understand that my failure to make such disclosure, and that falsification of any of the information given herein, or any employment forms or in any interview, are grounds for immediate termination, regardless of when such failure or falsification may be discovered.*

*I understand that the Agency requires certain information about me to evaluate my qualifications for employment and conduct business if I become an employee. I authorize the Agency to investigate my past employment, educational credentials and other matters contained in my application. I agree to cooperate in such investigations and release all parties from any liability or responsibility with respect to the information supplied.*

*I understand that any employment with the Agency would not be for any fixed period of time and that, if employed, I may resign at any time for any reason and the Agency may terminate my employment at any time for any reason. I further acknowledge my understanding that statements that may be contained in policies, handbooks, and other Agency material do not create any guarantees of employment, nor contractual rights and that such policies may be changed at any time, with or without notice. I further acknowledge that no supervisor, manager, executive or any other employee or agent of the Agency has the authority to alter the above, and that the promises of the contrary will only be relied upon by me if they are in writing signed by the President/CEO.*

*I understand that the Agency strictly prohibits employee involvement with illegal drugs and or alcohol abuse and, if employed, any such involvement on my part may result in discipline up to and including my discharge. I understand that, as part of this application process, I may be required to pass a test for illegal use of drugs or alcohol. Accordingly, if offered employment, and at such other times as the Agency may require, I consent to taking a medical examination or tests including for the use of illegal drugs or alcohol abuse.*

*I understand this application will be kept on file for a period of one (1) year from the date of the application.*

*I acknowledge that I have read and understand the above statement.*

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PRINT FULL NAME (Last, First, Middle)

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Other Names Used (Include Maiden Name)

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Current Address	City	State	Zip	How long?
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Previous Address	City	State	Zip	How long?
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Driver's License Number and or/State ID: \_\_\_\_\_

State of Issue: \_\_\_\_\_

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**SIGNATURE**

**DATE**