

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: COMMUNITY OUTREACH COORDINATOR

DATE _____

NAME: _____
FIRST LAST MIDDLE INITIAL

ADDRESS: _____

CONTACT: _____
HOME PHONE CELL PHONE EMAIL

SOCIAL SECURITY NUMBER: _____

Are you 18 or older, a citizen of the United States, or are you legally allowed to work in the United States? _____

EDUCATION	NAME & LOCATION	DID YOU GRADUATE OR EARN A DEGREE?	WHAT DID YOU STUDY?
HIGH SCHOOL			
COLLEGE/ UNIVERSITY			
OTHER EDUCATION			

Are you currently employed? _____ Have you ever been employed? _____

If you answered YES to either question, please list your employer(s) and the jobs (paid or unpaid) that you have held:

EMPLOYER	JOB TITLE

Have you ever been convicted of a felony? _____ If YES, please explain: _____

Please list skills and/or experience that will help you to do this job well (work experience, education, computer skills, experience giving presentations, volunteering, memberships in social or community organizations, etc.):

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What makes you the right person for this job? _____

Additional information: _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that any false information or omission may disqualify me from further consideration for employment and may results in my dismissal if discovered at a later date. I understand that the employer may request an investigative consumer report from a consumer reporting agency, as well as a check of my criminal record. I understand that should this application or a criminal record check reveal a conviction of a crime, further processing of this application or my employment, if hired, may be terminated. I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time with our without cause and with or without notice, at the option of the company or myself.

Signature: _____ Date: _____

Please send your completed application (by 5:00 pm Friday, June 8th, 2018)
by mail, email, or FAX to:
Valerie Smith
The Arc - Jefferson, Clear Creek & Gilpin Counties
13949 W Colfax Ave, Bldg 1, Suite 150
Lakewood, CO 80401